

RESUME CHECKLIST



Did you...

- ✓ ...use one inch margins top, bottom and sides?
- ✓ ...use simple and consistent font? Minimum size 11 font?
- ✓ ...put your contact information at the top?
- ✓ ...leave off personal information like marital status, race, gender, pictures and social security number?
- ✓ ...include your full mailing address, phone number with area code and e-mail address?
- ✓ ...use a professional e-mail address (e.g. john.doe@uah.edu, jd001@uah.edu)?
- ✓ ...list that you are currently enrolled at the University of Alabama in Huntsville?
- ✓ ...include your major, estimated graduation date and GPA?
- ✓ ...list your work and school experiences in reverse chronological order (most recent listed first)?
- ✓ ...NOT use “I”, “me”, “we”, etc.? The subject is understood (not stated) in a resume.
- ✓ ...list the names of your employers, location of employer, job title and dates of employment? Note: If you are using a Functional Resume, you may not list this information.
- ✓ ...use periods at the end of full sentences?
- ✓ ...use present tense when writing about current employment and use past tense when writing about previous employment?
- ✓ ...leave OFF the statement “References Available Upon Request?”
- ✓ ...check your spelling very carefully?
- ✓ ...print resume on good, quality paper? Neutral color (white, ivory)?

Tips provided by the University of Alabama in Huntsville Office of Career Development.