

# Basic Resume Review Self-Guided Checklist

Career Development Center, 114 Egbert Hall 814-393-2323

Use this document as a guide to help ensure you have included relevant information in your resume.

- Draft a resume using our resume website at <http://www.clarion.edu/resumes>
- After you develop a rough draft of your resume, use the following checklist to determine if your resume meets the basic criteria.
- Send your resume to [resumes@clarion.edu](mailto:resumes@clarion.edu) for a review by staff at the Career Development Center.
- Schedule an appointment by calling 814-393-2323 to discuss how you can improve on the items that receive a check in the “No” column

AREA	Yes	No	N/A	Your resume should meet the following criteria:
<i>Overall Style/ Appearance</i>				Does the resume fill the page without being overcrowded?
				Are margins at least ½” on all sides, but no more than 1”?
				If the resume is over one page in length, do the following pages have the name and page number listed?
<i>Font</i>				Is the selected font easy to read?
				Does the font size vary appropriately for headings and text?
				Are the font sizes for text between 10 and 12 points, and are they used consistently throughout resume?
				Do the font styles (bold, italics, or underline) highlight important information without being overused?
				Are the font styles (bold, italics, or underline) used consistently?
<i>Section Headings</i>				Are the section headings easy to identify?
				Are the sections organized in order of relevance?
				Is there enough information within each section to substantiate the need for a heading?
				Is there one space between each section?
				Is the content of each section single spaced?
<i>Content</i>				Is information organized so it can be quickly skimmed?
				Is information relevant to the major or career interest area?
				Can strengths be easily located?
				Is information provided in short phrases, not sentences?
				Does the content focus on current information, activities, and experiences?
<i>Grammar/ Vocabulary</i>				Is the resume free of errors in English grammar and vocabulary?
				Do descriptive phrases begin with action verbs?
				Are action verbs in the correct tense?
<i>Mechanics</i>				Is the resume free of spelling errors?
				Is the resume free of punctuation errors?
				Is capitalization used appropriately?
<i>Contact Information</i>				Is the person’s name included on the resume?
				Is there at least one address listed in the resume? (optional)
				Is there at least one phone number listed in the resume?
				If an email address is listed, is it professional?

<i>Education Section</i>			Is the institution listed as Clarion University of Pennsylvania, Clarion, PA?
			Is the graduation date (month/year) included?
			Is the degree listed as found, on your degree audit?
			Are major(s), minor(s), and/or concentration(s) listed as found on your degree audit?
			Is the overall QPA included (if 3.0+)?
			Is the major QPA included (if 3.0+)?
<i>Internship/ Student Teaching/ Field Experience</i>			Does each entry include a job title?
			Does each entry include the name of the organization or employer?
			Does each entry include the location of the organization (city/state)?
			Does each entry include the dates (month/year) of experience?
			If the job is not obvious, does the entry include 3-5 responsibilities, tasks, special projects, or accomplishments to describe the job?
			Are the responsibilities formatted in a bulleted list?
			Does each phrase in the list begin with an action verb in the correct tense?
			Are numbers, data, dollar amounts, or percentages used to quantify job duties and results (if applicable)?
<i>Honors/Awards</i>			If honors/awards are listed, does the list start with most recent honor/award first and continue in reverse chronological order?
			Does each item include year that honor/award was received?
<i>Campus and/or Community Activities</i>			Are career-related activities listed first?
			Is the list in reverse chronological order?
			Does each entry include the name of the organization?
			Is each organization's name written out and easy to identify (no abbreviations)?
			Does each entry include the dates of involvement (month/year or semester/year)?
			Does each entry include leadership roles held within organization (if applicable)?
<i>Experience Section</i>			Does each entry include a title?
			Does each entry include the name of the organization or employer?
			Does each entry include the location of the organization (city/state)?
			Does each entry include the dates (month/year) of experience?
			If the job is not obvious, does the entry include 3-5 responsibilities, tasks, special projects, or accomplishments to describe the job?
			Are the responsibilities formatted in a bulleted list?
			Does each phrase in the list begin with an action verb in the correct tense?
			Does each part-time or summer job entry include the average number of hours worked per week? (optional)
			Are numbers, data, dollar amounts, or percentages used to quantify job duties and results (if applicable)?
			Do tasks coincide with O*Net descriptions? ( <a href="http://www.onetonline.org">www.onetonline.org</a> )