

Traditional Resume Review Checklist

Use the checklist below to see if your resume is in application shape!

Contact Information

- ✓ Include your name (first and last) and any relevant credential abbreviations.
- ✓ Include a single phone number and a professional email address.
- ✓ Include an address unless you are posting your resume on an open job board then include only your city and state.

Objective or Summary of Qualifications (optional)

- ✓ Optional to include an objective statement that is a specific and targeted one sentence description of the type of job you are searching. For example: Seeking a full-time nursing position in a labor and delivery unit.
- ✓ OR Optional to include 3-5 bullet points reviewing the most relevant accomplishments for that specific position.

Education and Licensure Section

- ✓ Include all degrees that you have earned. It is not required to include each institution you have attended. Do not use abbreviations, but list the full degree title.
- ✓ Optional to include GPA, relevant coursework, or other academic achievements in this section.
- ✓ Include either your current license, or the license you will be seeking and the date that you anticipate earning it.

Experience

- ✓ If you have a lot of varied experience, you may divide experience into sections to differentiate types of experience. "Experience" does not have to mean paid experience and can include research, volunteer, shadowing, clinical or other types of experience.
- ✓ Be sure to explain your experiences, accomplishments, and accolades.
- ✓ Do not use long paragraphs, abbreviations, or terms your audience would not know.

Other Sections (optional)

- ✓ Be sure to include other things that make you unique: volunteer experience, publications, laboratory skills, etc.

Format

- ✓ Consistency is the name of the game. If you choose to use punctuation, use it throughout. Same goes for bold, italics, underline, or any other stylistic choices.
- ✓ Flashier is not better. Choose a format that is easy to read, and where information can be found quickly. Color text is not recommended.
- ✓ Do not use a template. It takes longer to create a good format from scratch but it will benefit you in the long term.

Common Mistakes/ Do not include

- ✓ Bachelor does not have an "s" when listing it in your education (neither does Master).
- ✓ Do not include references on your resume (these will be included on a C.V.).
- ✓ Do not include hobbies, interests, social security number personal information such as marital status, or other protected class information.
- ✓ Don't forget the finishing touches. Send in PDF format or print on resume paper!

Summary of Qualifications

- Bullet points in this section should be targeted, meaning that they reflect the language and required qualifications in the job listing.
- Other things to consider when writing good summary of qualifications are your best accomplishments, specific compliments given to you by supervisors, or skills that set you apart.
- Remember that each bulleted list should have at least two bullets but no more than five.

Education

University of Kansas Medical Center, Doctorate of Philosophy in Biochemistry	May 20XX
• Optional inclusion here of GPA, specific honors, or other accolades	
University of Kansas Medical Center, Master of Science in Biochemistry	May 20XX
University of Arkansas, Bachelor of Science in Chemistry, Bachelor of Science in Biology	May 20XX

Relevant Experience

XYZ Startup Company, Biochemical Consultant	January 20XX-December 20XX
• Descriptions of experience or “action statements” should be included here to give the reader a brief understanding of what you did for this company.	
• Focus not on job duties, but on specific tasks you completed, projects that you worked on, or accomplishments.	
• A good basic formula to use here is: verb + description of action taken + result or skill developed.	

Research Experience

Type of Project, Name of Professor, Lab Researcher	January 20XX-December 20XX
• Be sure to describe your tasks here, not your research outcomes, unless those would be relevant to the job you are applying for.	
• If you are not applying within your industry, be careful to use technical terms that may be ambiguous to others.	

Laboratory Skills

List skills in columns	Lab skill 1	Lab skill 4
No punctuation	Lab skill 2	Lab skill 5
No bullet points	Lab skill 3	Lab skill 6

Publications

You have two options here: a) you can include these as listed in the format you would for citations in your discipline; b) you can include these in another format that describe why these would be relevant to the job that you are applying for.