

# Resume 101 Checklist for Success

## **PREPARATION:**

### Research

- Read the job description
- Research the company, department, and check qualifications of the position

### Engage & Strategize

- List relevant current and past experiences
- Match listed experiences to the job's description and qualifications (see: T-Chart handout)

## **COMPOSITION:**

### Format – Single page!

- Avoid templates – start with a plain Word document
- Set margins to 0.5 - 1.0 inches; be consistent throughout
- Set font to size 11-12 Times New Roman or similar font

### Potential Section Headings

- Heading and Contact Information
  - Your name, size 14-16 Times New Roman or similar font. Your name should be the largest font on your resume
  - Address is optional, but only put city, state, and zip code
  - List your Elon email address and a phone number (pro tip: make sure your voicemail box is not full and that your voicemail message is professional)
- Education
  - Elon University in the top left, with month and year of graduation on the right side of the page
    - Name your degree (i.e. Bachelor of Science in Business Administration, Marketing)
    - Academic achievements (Honors, GPA if above a 3.0)
  - Study Abroad experiences (if applicable)
  - High school experience (only for first year or fall-semester sophomores)
- Work Experience and Campus Involvement
  - Professional Work Experiences relevant to the job – work, leadership, service, etc.
- Skills
  - “Hard skills” like technology and language(s)
  - Certifications
- Other things to consider – Experiences that aren't relevant to the job but are still important to you

## APPEARANCE & REVIEW:

Check your resume for:

- Action verbs to start each bullet point (see: Action Verb handout)
  - Present experience = present tense action verbs
  - Past experience = past tense action verbs
- Grammar, syntax, spelling, and accurate dates
- Avoid repetition of information
- Connections between the job's qualifications and ways you fulfill them – tailor your document
- Consistent formatting, organization, balance, and flow
- Experiences listed in reverse chronological order (i.e. start with the most recent or present experience first)

## MASTER RÉSUMÉS:

- Brainstorm all of your experiences, write them down and keep it all in one place. When you apply to new opportunities, you can refer to your master document and pull off the experiences that make the most sense for that opportunity.
- Consider including work or internship experiences, on and off-campus organizations, study abroad, language skills, shadowing experiences, volunteer opportunities, relevant courses, certificates and awards, research experience, presentations, leadership positions, or anything else that is relevant.

## DO NOT INCLUDE:

**Photos:** LinkedIn is a great way for you to highlight your appearance (see: LinkedIn resource).

**References:** These belong on a separate sheet of paper (see: References Template).

**High School Experiences:** If you are a second semester sophomore or older, high school is removed unless it is directly relatable to the position you are applying to.

**A blank second page:** A lot of times it is easy to forget to ensure that your resume is only 1 page, especially after you save it as a PDF. Always double-check your PDF is only 1 page before submitting it to a posting or sending it to anyone.

<p><b>&lt;10 SECONDS</b></p>  <p>BE SURE TO IMPRESS AN EMPLOYER WITH &lt;10 SECOND SCAN. ALWAYS TAILOR THE DOCUMENT TO THE COMPANY &amp; POSITION.</p>	<p><b>3 REVIEWS</b></p>  <p>READ THROUGH YOUR DOCUMENT AT LEAST 3 TIMES BEFORE SENDING IT OUT. READ SLOWLY! CHECK FOR SPELLING, GRAMMAR, AND FLOW. A CAREER ADVISOR IS HAPPY TO HELP YOU!</p>	<p><b>QUANTIFY</b></p>  <p>QUANTIFY YOUR EXPERIENCES WITH NUMBERS - PROVE YOUR WORTH! IT'S OKAY TO SELL YOURSELF!</p>
<p><b>THIS IS YOU!</b></p>  <p>OWN YOUR EXPERIENCES! BE PROUD OF YOUR DOCUMENT AND ALL OF YOUR ACCOMPLISHMENTS. SHOW IT OFF WITH PRIDE (AND HUMILITY)!</p>	<p><b>DON'TS</b></p>  <ul style="list-style-type: none"> <li>• LIE</li> <li>• EXAGGERATE YOUR RESPONSIBILITIES/TITLES</li> <li>• USE AN OBJECTIVE STATEMENT</li> <li>• WRITE IN THE FIRST PERSON</li> <li>• EXCEED 1 PAGE</li> <li>• USE A TEMPLATE</li> </ul>	