RESUME CHECKLIST – COM/SPT

PREPARATION:

Research
- Read the job description and highlight all required skills, qualifications, and experiences

Engage & Strategize
- Make a list of relevant current and past experiences such as internships, research, leadership, study abroad, service, class projects, part-time/on-campus jobs
- Match listed experiences to the job's description and qualifications (see: T-Chart handout)

COMPOSITION:

Format – Single page!
- Avoid templates (including Canva) – start with a plain Word document. Many employers use application tracking systems (ATS)/algorithms to sort resumes before someone in HR ever sees them. ATS can find content easiest if a basic format in a Word doc is used
- Set margins to 0.5 - 1.0 inches; be consistent throughout
- Set font to size 10-12 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)
  - List your customized LinkedIn URL
- Education
  - Elon University in the top left, with month and year of graduation on the right side of the page
    - Name your degree (All COM degrees are Bachelor of Arts *except* SPT which is a Bachelor of Science)
      - **Bachelor of Science in Sport Management**
      - **Bachelor of Arts in Cinema & Television Arts**
      - **Bachelor of Arts in Strategic Communications & Journalism** (for double majors)
    - Academic achievements (Honors, GPA if above a 3.0)
  - Study Abroad experiences (example: **Global Explorations: Baseball in Dominican Republic**)
  - High school experience (only for first year or fall-semester sophomores)
  - Relevant courses you have already taken or are currently taking, for example: **Facility and Venue Management, Public Relations & Civic Responsibility, Multimedia News Production, Cinema Production, Design Strategies and Solutions, Applied Media Analytics**
- Work Experience and Campus Involvement
  - Professional experiences relevant to the job such as internships, research, leadership, study abroad, service, class projects, part-time/on-campus jobs, organizations (**Women Influencers in Sport, Elon News Network, elondocs, Live Oak**)

- Skills
  - "Hard skills" like technology and language(s)
  - Certifications
- Other potential section titles: Research, Leadership, Service

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
  - Quantify results when possible (ex. Designed and executed social media strategy *increasing followership by 110%)*
- Grammar, syntax, spelling, and accurate dates
- Avoid these common capitalization mistakes
- Most employers use algorithms/application tracking systems (ATS) to screen resumes before they reach an actual person. ATS keywords are specific words or phrases employers identify as requirements for a specific position, and therefore you should use them on your resume to help you get noticed by employers
- Consistent formatting, organization, balance, and flow
- Experiences listed in *reverse* chronological order (start with the most recent or present experience first)
- Use months and years (June 2020 – August 2020) rather than terms (Summer 2020)

DO NOT INCLUDE:

Headshots/photos: LinkedIn is a great way for you to highlight your appearance.

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.

VIEW SAMPLE RESUMES HERE