RESUME REVIEW CHECKLIST

Career Education

AREA	Yes	No	N/A	Does the resume meet the following criteria?
LAYOUT				
Typeface/Size				Typeface easy to read (Calibri, Times, Arial, Cambria, etc.)
				Name: Between 16-20 point, **Bold**
				Contact Information (e-mail, address, phone): 10 point
				Body text: 11 or 12 point, including section headings
Margins				Either .75" or .5" on all sides (top, bottom, left, and right?)
Dates				Are all dates aligned to the right of the page?
Section Headings				Are the section headings easy to identify (bold, italics, underlined, etc.)?
				Are the sections organized by relevance?
Consistency/Grammar				Do the font styles (bold, italics, or underline) highlight information without being overused?
				Are the font styles (bold, italics, or underline) used consistently?
SECTION HEADINGS				
Information in each section should be listed in reverse chronological order (most recent to least recent)				
Education				Allegheny College, Meadville, PA
				Anticipated graduation date (month/year) to the right of the page
				Degree spelled out (Bachelor of ____)
				Major(s), minor(s), and/or concentration(s) listed correctly
				Cumulative GPA with scale X.X/4.0 (if 3.0 or above)
				Academic honors and awards with dates (Alden Scholar (Dean's List), etc.)
				Additional items may include EL seminars, study abroad, or senior thesis
Work Experience				Does each entry include a position title?
				Does each entry include the name of the employer?
				Does each entry include the city and state of the employer?
				Does each entry include the month and year of employment?
Campus and/or Community Activities *ex: athletics, leadership, volunteer*				Does each entry include a position title (leadership roles, member, volunteer)?
				Does each entry include the name of the organization?
				Is each organization's name spelled out (no abbreviations)?
				Does each entry include the location (Allegheny College; Pittsburgh, PA)?
				Does each entry include the month and year of involvement?
Skills and Certifications				Is the section subcategorized (computer, languages, certifications, etc.)?
				Are items separated by commas and listed across the page instead of down the page?
BULLET POINTS and MECHANICS				
Bullet Points				Does the entry include 3-5 responsibilities, tasks, special projects, or accomplishments to describe the experience?
				Are the responsibilities formatted in a bulleted list?
				Does each phrase in the list begin with an action verb in the correct tense (past tense for experiences with an end date, present tense for experiences in which you are still involved)?
				Are numbers, data, dollar amounts, or percentages used to quantify job duties and results (when applicable)?
Mechanics				Is the resume free of spelling errors?
				Is capitalization used appropriately?