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|  | **RESUME CHECKLIST**  ***Samples by college & industry***  ***@ careercenter.wwu.edu*** |

OVERALL FORMAT

* Concise (~ 1 page), consistent, easy to scan
* ½” – 1” margins all the way around the page
* Created in Word or SkillsFirst
* Font size is 10-12 points (except headers)
* Looks professional and aesthetically pleasing.
* No pictures, text boxes or flashy fonts included.

RESUME CONTENT

**HEADING**

* Name is largest text on the page (font size 18-24)
* Does NOT include mailing address (just city, state)
* Includes phone number and personal or school email
* Includes LinkedIn personalized URL (if complete and updated frequently)

***Example***

|  |
| --- |
| **YOUR NAME**  360-650-1234 | sample@gmail.com | linkedin.com/sample |

**CAREER FOCUS & HIGHLIGHT OF QUALIFICATIONS**

* Indicates career focus or type of role desired
* Uses keywords from job posting and addresses qualifications, summarizing detailed information

***Optional Additions***

* ***Technical Skills:*** List technical skills specific to your field/desired job (such as software used, programming languages, statistical software, laboratory techniques, etc.)
* ***Languages:***Include description: “Fluent in...” “Working knowledge of...” or “Familiar with...”

|  |
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| **CAREER FOCUS:** Program Manager | Youth Advocate  **Key qualifications**   * Passionate advocate with BA in Sociology and demonstrated commitment to youth welfare. * Knowledge of structural inequities gained through coursework and experience as a Child Protective Services intern. * Bilingual in English and Spanish with well-developed intercultural communication skills. * Excellent multitasking and problem-solving skills honed through customer service experience. |

***Example***

**EDUCATION**

* Include schools currently attending or completed degrees (No high school after first year of WWU)
* Graduate school listed first (if applicable)
* Degree(s) spelled out (not abbreviated) and all majors, concentrations, and minors included
* Graduation month and year (with “expected” or “anticipated” for those not complete)
* GPA—*ONLY* if in a STEM field, or if requested

***Optional Additions:***

* ***Relevant Coursework***: List all courses relevant to the job with name and subject spelled out
* ***Study Abroad:*** Location, school/program name, dates included. If relevant to desired job, course(s) and projects listed or described in bullet point format.
* ***Honors & Awards:*** List name of each honor/award (including scholarships, Dean’s List)

***Example***

|  |
| --- |
| **EDUCATION**  **Bachelor of Arts in** **Sociology**, Minor: Education and Social Justice  *Western Washington University (WWU) | Bellingham, WA* | Expected Graduation: June 20XX  ***Relevant Coursework:*** Sociology of Children’s Health | Intercultural Education | Education, Culture & Equity | Communication, Identity & Difference | Latinx Migrants in the US |

**EXPERIENCE** *jobs, internships, research, volunteering, campus/community involvement & leadership*

* Consider creating a "Relevant Experience" section followed by an "Additional Experience" section.
* Jobs/Internships listed in reverse chronological order (most recent first) within each header
* Job or Internship title + company/organization, followed by city and state
* Month and year started and ended (“present” if you’re still working there)
* Achievements & skills developed, using bullet point format. *What did I do? + Why did it matter?*
* Action verb at the beginning of each statement, using a variety of verbs, if possible.
* Numbers and metrics where appropriate *Ex: “which resulted in a 10% increase in membership”*

***Example***

|  |
| --- |
| **RELEVANT EXPERIENCE**  **Client Support Volunteer**  *Lydia Place | Bellingham, WA* October 20XX- May 20XX   * Facilitated group discussions with 10-15 teens, speaking about difficult issues with sensitivity. * Collaborated with staff to plan educational and engaging activities for children ages 5-9. * Networked effectively at fundraiser gatherings to raise awareness and increase donations. |
| **ADDITIONAL WORK EXPERIENCE**  **Sales Consultant**  *Rogers Department Store | Tacoma, WA* October 20XX-April 20XX   * Addressed customer complaints positively, using strong customer service skills. * Awarded “Employee of the Month” two times for outstanding teamwork and work ethic. |

**OTHER POSSIBLE INFORMATION TO INCLUDE**

* Licenses & Certifications
* Relevant Projects
* Community Involvement
* Professional Associations & Affiliations
* Publications & Presentations
* Job Shadowing
* Athletic Involvement
* Specialized Skills

*Depending on how much you want to emphasize this content, it could be listed as a separate section or incorporated into one of your existing resume sections.*

**REFERENCES**

* NOT INCLUDED on resume (and “references available upon request NOT listed on resume)
* Listed on a separate document from the resume