

Resume Checklist



Student Success Center, Suite 113
First floor of the Classroom Center
806.651.2345 ~ wtamu.edu/career

Did you include the following sections on your Resume:

- Name and Contact Information
- Objective (*if desired*)
- Education
- Qualifications / Summary / Profile
- Experience
- Honors/Activities/Memberships (*if applicable*)

Demographics

1. Is your name in bold and all caps? Use your go-by name. If your name is John Maxwell Swanson and you 'go by' Max, it is okay to use "Max Swanson" as your Resume name. *Note that on the district application you will list "John Maxwell Swanson" as your name.*
2. Does your phone have a professional voicemail if you don't answer?
3. Have you included a professional e-mail address? "Bufs" email will work fine.

Objective (*optional*)

1. Is it clear to the reader what job or job type you are seeking?
2. If it is a targeted resume, is it specific—including organization/company name and exact position?
3. **Note that many resumes today do not include an Objective statement – this is up to you!**

Education

1. Are all post secondary degrees listed (include only if you completed or plan to complete the degree), with the most recent degree, i.e., WTAMU, listed first (reverse chronological order)? *No high school.*
2. Is the formal name of your degree (check the catalog or diploma to make sure it is correct) indicated? *BA or BS?*
3. Is West Texas A&M University spelled out? (*note: no spaces between A&M*)
4. Is month and year of your planned graduation included, along with an accurate GPA. Include GPA if 3.0 or above.

Professional Profile / Summary of Qualifications

1. Are statements brief and do they reflect what the particular organization or position type is seeking? (*For example: Computer or other technology skills/abilities, active listening skills,)*
2. Do the statements summarize your unique set of knowledge, skills, abilities, and experience?
3. Does each statement begin with an action word or number? And with a different word?
4. Are the statements professional—did you "speak the profession's language?"
5. Are the skills relevant to the position?

Experience

You might consider breaking this into two sections - "Relevant Experience" and "Work History." *Under Relevant Experience you will list 'jobs' you've held in the communications field without regard for whether or not you were paid.* For each of these sections:

1. Are your jobs and experiences listed in reverse chronological order, i.e., most recent first?
2. Did you include each employer's name, city and state, your job title or role, and the dates of employment (month/year)
3. Are job accomplishments included (if applicable)? What you have done better, more effectively, etc. than others. How have you made a difference at this job? For what did your supervisor praise you?
4. Are job duties listed on the resume relevant to your objective?

*Remember there is no **rule** about how far to go back, nor how much to include on the Resume – simply include everything needed to convey your qualifications for the position. However, on the application, you will need to include every job you have ever held. So begin now putting together your complete work history.*

Activities and Honors *(optional but used to highlight other involvement/leadership and avenues for you to have developed and practiced employability skills)*

1. Are scholarships, organizations, recognitions, memberships, and honors included?
2. Is community and volunteer work listed?
3. Were the activities and honors received during college only? *No HS on the Resume.*
4. Are the activities and honors ranked by most impressive/relevant to the targeted employer?
5. Are hobbies and interests excluded?

General Guidelines

1. Is your resume 2 pages or less? *Preferably it will **fill** one page.*
2. Are your name and the titles of each resume section slightly larger than the text—are they bold type?
3. Are references on a separate reference page?
4. If printed, did you use resume paper (either white or off white)?
5. Is the cover letter included with the resume for regular mail delivery?
6. Did you omit personal information – i.e., height, weight, marital status, picture?
7. Do you have a .pdf version to send electronically?

Reminder: DO NOT use a template – they're very difficult to format and make edits or additions. Also remember – distinguish yourself with content, clarity/consistency and relevance ... not striking colors, clip-art or gimmicks!



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