

Resume Checklist

Keep in mind that the resume you use to apply for a particular position must address the skills and qualifications outlined in the job description; therefore your resume is a fluid document needing to continually change. *A prospective employer may decide whether to interview you based on spending only 6-8 seconds reading your resume!*

- **Contact Information** – Are your name, address, phone number(s) with area code, email address, and LinkedIn URL centered at the top of your resume?
- **Summary or Profile of Qualifications** – Generally, employers prefer a summary instead of an objective statement. A good summary highlights your accomplishments and qualifications in relation to the position for which you are applying. Use words from the position description if they accurately describe skills and/or experience that you possess or are learning. Choose either style: a brief paragraph OR three to five bulleted statements. Summarize your experiences, achievements, and skills – do not use complete sentences. Include computer skills and list individual software (i.e., “proficient in Microsoft Office”, “familiar with SAS”).
- **Education** – As a current or recently graduated student, list your education before your professional experience. If you are a current student, list your education including your proposed graduation date (“Master of Public Health, anticipated/expected date of graduation May 2014”). After gaining two to four years of experience in your professional field, list “Professional Experience” before the “Education”.

- **Professional Experience** –

List name of the organization, city, state, (or country, if international); title; and month and years you held the position. *You may reverse the order if the title gives a stronger impression than the name of the company but this order should be consistent across your resume.*

Use bullet points to give a brief description of your responsibilities, followed by specific accomplishments. Start your sentences or phrases with strong action verbs (see Action Verbs). Instead of listing responsibilities that you had, tell your reader what your accomplishments were, what the outcome was. The prospective employer wants to see that *you* know what your value was to the organization where you worked previously. Be as specific as possible.

Use the “STAR” method (see Using the “Star” Response to Sell Yourself in Interviews): think of a Situation or Task you faced, the Action you took, and the Result: i.e., “Designed and implemented _____, reducing errors by 27%”.

- **Honors, Awards, Professional Associations** – Include these if relevant for the position for which you are applying.
- **Community Involvement, Leadership Experience** – Often, employers seek candidates who demonstrate leadership qualities. List student leadership roles and/or other volunteer experiences that relate to the position. Note: Be cautious about listing political or what might be perceived as controversial organizations, so as not to be eliminated on that basis.
- **Visually Appealing** – Hold your resume at arm’s length. Is there plenty of white space? Did you use a standard font? (Arial, Cambria, or Calibri?) If it’s more than one page, *is your name and page number on the second page?*
- **Proofread** – Did you proofread your resume? Did you ask someone else to proofread?
- **Review** – Have you had the Career and Professional Development Center review your resume? Contact us at sphcareers@umn.edu