

Employment Communication: Resume Checklist (Non-Accounting Majors)

Professional: Courtesy

- _____ Your resume is one-page long.
- _____ The header contains your name, the city and state where you reside, your LinkedIn URL, your phone number, and your professional email.
- _____ You avoided writing personal pronouns.

Professional: Care

- _____ Your resume does not have any spelling, grammar, capitalization, or punctuation mistakes.

Professional: Conventionality

- _____ You used the format that Dr. Hirsch recommends.
- _____ The resume contains all sections.
- _____ You formatted each section correctly.
- _____ You listed dates in reversed chronological order in each section.

Clear: Organization and Content

- _____ You included key words from the job posting.
- _____ The personal statement highlights personal and professional strengths (2-3 sentences) and includes "seeking."
- _____ The resume lists at least three core competencies.
- _____ The resume lists technical skills and language skills. (Omit these sections if you don't have any.)
- _____ The education section includes your degree(s), university(ies) with city(ies) and date(s), expected graduation date or graduation date, and GPA (if appropriate).
- _____ You included honors and awards (Omit if you don't have any).
- _____ Your employment history includes your positions, the companies' names, dates, cities, and states. You do not need to include one or two sentences explaining the company or the position if your resume is long enough.
- _____ You included three-step bullet points under each position.
- _____ You described your leadership, campus, and community involvement (if any) and included your position, association, and dates. You included three-step bullet points for significant contributions.

Clear: Wording

- _____ Sentence structure is simple and straightforward.
- _____ You avoided writing complete sentence.
- _____ Each professional experience includes action verbs.
- _____ You used correct verb forms.

Clear: Visual Design

- _____ The resume includes black, 10-14 point Times New Roman/Arial/Calibri font.
- _____ Your name is bold and large.
- _____ Appropriate use of white space, alignment, font size, and font style makes the resume look clean and sharp.