



Using the following checklist, review your resume. If any boxes are unchecked, you are strongly encouraged to [schedule a Resume/Cover Letter Review appointment in Handshake](#).

Applicant Tracking Systems (ATSs)

- My resume does not include a photo
- My resume is not based on a template, does not have color, and is not a graphic design resume*
- My resume does not have columns or textboxes
- My resume is free of grammatical and spelling errors
 - *Why it matters:* About 90% of employers use ATSs to screen candidates. ATSs automatically reject resumes with photos (to reduce bias) and graphic design resumes. Similarly, ATSs cannot read columns or textboxes. ATSs catch 8 times more mistakes than human reviewers do.

*You can attach a graphic design resume to the additional documents section when applying online or provide it in advance of an interview, but apply with a standard resume so you can get past the ATS.

Resume Formatting

- My resume is one page, with appropriate margins (.5-1 inch) and font size (10-12)
- I use section headings to guide the reviewer through my experience (e.g. Education, Work Experience)
- My formatting is consistent – font, dates, states/other abbreviations, punctuation, etc.
- My resume does not include my references or “References available upon request”
 - *Why it matters:* Human reviewers spend about 10 seconds scanning your resume the first time they look at it. It needs to be easy for them to find the information they are looking for.

Specific Sections

- Contact Information:** My resume includes my name, one phone number, one email, one physical address (optional – can include city/state; full address isn’t needed), and my personalized LinkedIn URL
- Education:** My resume includes school, city and state, my degree, my major(s)/minor(s), my anticipated graduation month and year, and my GPA (optional)
 - *Why it matters:* Including multiples on your contact information can be confusing. Only include the best way to reach you. Your education section must be accurate. Some employers use GPA as a screening tool, so it is a good idea to include yours if it is strong.

Recent and Relevant Content

- My resume is tailored to the types of positions I am applying to ([schedule an appointment](#) if you’re not sure)
- My resume does not include any information from high school (for juniors, seniors, and grad students)
- My experiences in each section are listed in reverse chronological order
- I included the organization name, my title, the location (city and state), and the dates (months and years) for each of my experiences
- My experiences are described with bullet points and do not include pronouns (e.g. I, we, my team)
 - *Why it matters:* Employers are looking for the most recent and relevant information, so leave off things from high school and list your most recent experiences first. Including the details for each experience enhances employers’ understanding of your experiences, and bullet points are easier for the reviewer to scan than paragraphs.

Bullet Points

- My bullet points begin with strong action verbs, are quantified as needed, and emphasize results
- My bullet points do not begin with “Responsibilities included”
 - *Why it matters:* Bullet points that focus on accomplishments in addition to responsibilities help employers understand what you’ll bring to their position, in addition to the skills you have.