

Bryn Athyn College, Bryn Athyn, PA 19009

RESUME CHECKLIST for BAC Juniors and Seniors

FORMATTING

Keep resume to one page in length, but have several working documents if you want for different jobs you may want.

Make sure your information fills the page without looking crowded. Set margins to approximately 1 inch on all sides.

Emphasize major headings using capital letters, underlining or bold.

Use Bullets, Bold, Italics, Underlining and indenting appropriately.

Proofread your resume to make sure it is free of grammatical errors.

Keep spacing and formatting consistent throughout document.

List dates *consistently* throughout the resume.

Use 11 or 12 pt. fonts (Times, Arial Narrow, Verdana)

NAME/ADDRESS

Put your full name on the top line of the resume in 16 pt. font

Include complete mailing address.

Include telephone number with area code (be sure it is a number where you can be reached).

Make sure your email address is professional (U of M email address is recommended).

OBJECTIVE/PROFILE -optional

Target your objective/profile to the **specific job** you are applying for. Change the wording each time if you need to.

Do NOT use personal pronouns such as “I, me, or my.” Make a declarative statement.

Highlight **YOUR key** skills or qualifications relevant to the job.

EDUCATION

List the highest or most recently received degree *first*.

List the name of the institution that granted the degree, along with the city and state.

Write the full name of your degree-- no abbreviations.

Include the month and year of graduation or expected graduation.

Do NOT list dates of attendance.

Include GPA if it is 3.0 or higher.

HONORS

List only honors earned after High School.

List any Scholarships, Assistantships, Grants, Honor Societies, Deans Lists, and Awards.

SKILLS

List any relevant technical skills.

Reflect skill level accurately (proficient, working knowledge, etc.).

Include language skills that are accurately reflected (fluent, conversant, etc.)

Do NOT include vague generalities (such as “strong communication skills”).

RELEVANT COURSES - optional

Only include courses relevant to the job you are applying for.

Write full course names; do NOT use course numbers.

EXPERIENCE

Include Internship, relevant paid work, and relevant volunteer work.

Include the position title, company name, city, state, and dates of employment.

Begin each job description with an action verb.

Focus descriptions on your accomplishments.

Quantify and qualify descriptions when possible (ex. Increased sales by 30%).

Use bullet points and action verbs when describing experience.

LEADERSHIP & ACTIVITIES

List campus and community activities as you would a job or internship.

Highlight leadership positions and describe accomplishments using bulleted points.

Include Title, Organization, Location, and Dates of Participation.

Generally, do NOT include organization names that reveal political affiliation, religious preference, Racial/ethnic background, etc.

Do NOT include High School activities.

REFERENCES

May include statement “Available upon request” at the end of the resume when space allows.

Do NOT include names and contact information for references on resume; list them on a separate page but have them match font and spacing of your cover letter and resume.