

BASIC RESUME CHECKLIST

Research will allow you to address the unique needs of the employer so you can tailor your resume accordingly. Basic points to check before sharing your resume include:

- ___ Contact information is current and email address is professional.
 - ___ Objective (if used) is brief and specific (identifies organization and position).
 - ___ Degree is written as it will appear on your diploma. You may need to check with your college to confirm accurate wording.
 - ___ Summary section (if used) includes skills relevant to the target job and/or organization.
 - ___ Information in each section is presented in reverse chronological order (most recent first).
 - ___ Descriptions of experiences are written as phrases that begin with action verbs or adverbs (e.g., successfully, independently, etc.)
 - ___ There are no phrases that begin with, “Responsible for,” or “Duties included...”
 - ___ Descriptions of experiences include accomplishments where appropriate (e.g., Created filing system that saved time retrieving data.)
 - ___ The appropriate verb tense is used throughout. Use either present tense or past tense, depending on the time of the experience.
 - ___ Names of organizations are written out and employment locations include town and state.
 - ___ Pronouns such as, I, me, us, we, our, are not used.
 - ___ The method of presenting dates and addresses is consistent throughout (e.g., AL or Alabama).
 - ___ Sections are lined up evenly and font is consistent throughout.
 - ___ A recommended font (Calibri, Arial, Times New Roman) is used at point size 11 or 12. Name and headings may be larger.
 - ___ Personal information (birthday, marital status, etc.) is not included. If hobbies are included, there is supporting evidence for doing so.
 - ___ There are NO errors and the resume is clearly written. Proofread carefully and have someone in the Career Center review it as well.
-

FRESHMAN YEAR RESUME

Once in college, you'll want to format your resume similar to those shown on the following pages. Base your section headings on your content (work experience, community involvement, extracurricular activities, etc.). High school experience can be included on your freshman resume but you want to keep the resume to one page. Select the most recent and/or relevant information. Make sure you write years (2014, 2015) instead of grade levels (11, 12) beside extracurricular activities and other experiences. List your UA education (as shown on samples) above your high school. Follow the formatting guidelines and the resume checklist shown above and visit the Career Center for additional assistance.

CREATIVE RESUMES

No matter how clever the design, a resume will still need to convey to the employer your potential to bring value to the organization. Focus first on the content of your resume. Think of creative projects you have done as a volunteer, organization member, employee, or intern. Relevant experience does not have to be paid experience. If you are interested in learning how you might add an appropriate touch of creativity to your resume, talk with professionals in your targeted field or meet with your career consultant in the UA Career Center. Examples of creative resumes are available on a variety of websites including **Pinterest (pinterest.com)**.

RESUMES FOR GOVERNMENT JOBS

Resumes for federal jobs include more details than those written for jobs in private industries. You can begin building a resume for federal employment in the same way you build any resume--by listing jobs, skills, accomplishments, projects, leadership positions, and activities. After generating this list, visit **federaljobresume.com** or **usajobs.gov** to learn how to put your information into the required format.

INTERNATIONAL RESUMES

If you are interested in working in another country, be sure to research guidelines for writing an appropriate resume for your desired location. A resource that may help you is **transitionsabroad.com**.