

RESUME CHECKLIST

The most effective resume is one that best highlights your qualifications for the target job, presenting accurate, clearly written information without grammatical or spelling errors.

HEADER

Include your name, e-mail, city, state, and phone number. If you have a LinkedIn profile, include a customized URL.

OBJECTIVE

This is an optional category. A cover letter can take the place of your objective. If included, make sure it is tailored and brief.

EDUCATION

Standard format includes name of degree, expected date of graduation, name of institution, major and minor, and GPA. If you have questions about including your GPA, talk with your career consultant.

SKILLS OR SUMMARY

Look at skills specified in the job ad or list those you know to be important to your field. Always be honest when presenting your qualifications.

RELEVANT EXPERIENCE

Consider the job for which you are applying and brainstorm on experiences where you demonstrated related skills. Remember to lead with action, results-oriented verbs.

ADDITIONAL EXPERIENCE

You may have work experience that is not as directly related but shows achievement and responsibility nonetheless. You may highlight accomplishments from these jobs, or simply list them to show that you were working during that time.

STYLE

Be consistent with font, point size, spacing, and writing (abbreviations, etc.).

OTHER CATEGORIES

The content of your resume will help you determine appropriate categories. Consider what is most relevant to the target employer.

ARTS AND SCIENCES

Jennifer Jareau

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EDUCATION	Bachelor of Arts , August 2015 The University of Alabama, Tuscaloosa, AL Double Major: French and International Studies Minor: Blount Undergraduate Initiative GPA 3.7/4.0
STUDY ABROAD EXPERIENCE	Academic Programs International, Summer 2014 Université Paris-Sorbonne, Paris, France
SKILLS	Thorough knowledge of French culture Excellent interpersonal communication and presentation skills Mastery of all Microsoft Office programs
RELEVANT EXPERIENCE	Independent Study , College of Arts and Sciences, June 2014 - August 2014 Explored impact of immigration on French economy using primary sources including personal interviews conducted in France Federal Intern , May 2013 - August 2013 Office of the Assistant Secretary for International Affairs, Washington, DC • Worked closely with OASIA representative to monitor international exchange markets • Initiated more efficient process for capturing and summarizing financial market activity • Handled inquiries regarding data on international money markets Intern , May 2012 - August 2012 Global Anti-poverty Campaign, Washington, DC • Created promotional pieces for different media • Accurately translated press releases ahead of given deadlines • Provided administrative support to five professionals
ADDITIONAL EXPERIENCE	Server , August 2012 - Present (summers excluded) Cypress Inn, Tuscaloosa, AL
CAMPUS LEADERSHIP	President, French Club, 2013 - Present Secretary, Alabama International Relations Club, 2012 - 2013 Marketing Chair, International Festival Board, 2012 - 2013
VOLUNTEER ACTIVITIES	Tutor, Riverside Middle School, Northport, AL, 2011 - Present Host/Guide, International Festival, Tuscaloosa, AL, 2011 - 2013

RESUME TIP

Know your resume inside and out. Be able to talk about everything on your resume in detail if asked!