# Basic Resume Review Checklist

Use this document as a guide to help make sure you have included all relevant information in your resume

- Draft a resume following examples on our resume website at http://www.clarion.edu/resumes
- After you develop a draft resume, use the following checklist to determine if your resume meets the basic criteria.
- Send your resume to resumes@clarion.edu for a review by a member of our team. In the subject line, indicate the purpose of the resume (i.e. a class assignment, upcoming resume review appointment, internship/job interview, graduate school application, basic review)
- Schedule an appointment to have your review your resume content with a peer career coach via Handshake.

| AREA | Yes | No | N/A | Your resume should meet the following criteria: |
|---|---|---|---|---|
| Before you begin | | | | Start with a blank word or google doc. Do not use a template. |
| Overall Style/ Appearance | | | | Are margins at least ½" on all sides, but no more than 1"? |
| | | | | If the resume is over one page in length, do the following pages have the name and page number listed? |
| | | | | Is the selected font easy to read? Arial, Times Roman, Calibri |
| Font | | | | Does the font size vary appropriately for headings and text? |
| | | | | Are the font sizes for text between 10 and 12 points, and are they used consistently throughout resume? |
| | | | | Do the font styles (bold, italics, or underline) highlight important information without being overused? |
| | | | | Are the font styles (bold, italics, or underline) used consistently? |
| | | | | Are the section headings easy to identify? |
| Section Headings | | | | Are the sections organized in order of relevance? |
| | | | | Is there enough information within each section to substantiate the need for a heading? |
| | | | | Is there one space between each section? |
| | | | | Is the content of each section single spaced? |
| | | | | Is information organized so it can be quickly skimmed? |
| Content | | | | Is information relevant to the major or career interest area? |
| | | | | In the information introduced by a bullet, in short phrases, not sentences? |
| | | | | Is information listed in reverse chronological order. |
| | | | | Does the content focus on current information, activities, and experiences? |
| Grammar/ Vocabulary | | | | Do descriptive phrases begin with action verbs? |
| | | | | Are action verbs in the correct tense? |
| | | | | Is the resume free of errors in English grammar, vocabulary and spelling? |
| Mechanics | | | | Is the resume free of punctuation errors and without periods at the end of the phrases? |
| | | | | Is capitalization used appropriately? |
| | | | | Is the person's name included on the resume? |
| Contact Information | | | | Is there at least one phone number listed in the resume? |
| | | | | If an email address is listed, is it professional? |
| | | | | Is there at least one address listed in the resume? (optional) |
| | | | | If you have a professional web presence, it can be listed here. |

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| Education Section | | | | Is the institution listed as Clarion University of Pennsylvania, Clarion, PA? |
| | | | | Is the graduation date (month/year) included? |
| | | | | Is the degree listed as found, on your degree audit? |
| | | | | Are major(s), minor(s), and/or concentration(s) listed as found on your degree audit? |
| | | | | Is the overall QPA included (if 3.0+)? |
| | | | | (Optional) Is the major QPA included (if 3.0+)? |
| Internship/ Student Teaching/ Field Experience/Clinical | | | | Does each entry include a job title? |
| | | | | Does each entry include the name of the organization or employer? |
| | | | | Does each entry include the location of the organization (city/state)? |
| | | | | Does each entry include the dates (month/year) of experience? |
| | | | | If the job is not obvious, does the entry include 3-5 responsibilities, tasks, special projects, or accomplishments to describe the job? |
| | | | | Are the responsibilities formatted in a bulleted list? |
| | | | | Does each phrase in the list begin with an action verb in the correct tense? |
| | | | | Are numbers, data, dollar amounts, or percentages used to quantify job duties and results (if applicable)? |
| Honors, Awards or Scholarships | | | | If honors/awards are listed, does the list start with most recent honor/award first and continue in reverse chronological order? |
| | | | | Does each item include year that honor/award was received? |
| University and/or Community Activities | | | | Are career-related activities listed first? |
| | | | | Is the list in reverse chronological order? |
| | | | | Does each entry include the name of the organization? |
| | | | | Is each organization's name written out and easy to identify (no abbreviations)? |
| | | | | Does each entry include the dates of involvement (month/year or semester/year)? |
| | | | | Does each entry include leadership roles held within organization (if applicable)? |
| Career or Work Experience | | | | Does each entry include a title? |
| | | | | Does each entry include the name of the organization or employer? |
| | | | | Does each entry include the location of the organization (city/state)? |
| | | | | Does each entry include the dates (month/year) of experience? |
| | | | | If the job is not obvious, does the entry include 3-5 responsibilities, tasks, special projects, or accomplishments to describe the job? |
| | | | | Are the responsibilities formatted in a bulleted list? |
| | | | | Does each phrase in the list begin with an action verb in the correct tense? |
| | | | | Does each job entry include the average number of hours worked per week? (optional) |
| | | | | Are numbers, data, dollar amounts, or percentages used to quantify job duties and results (if applicable)? |
| | | | | Do tasks coincide with O*Net descriptions? (www.onetonline.org) |

Other possible sections depending on your academic program/career goal or intended use for your resume:
Technology
Research
Presentations
Languages
Certifications/Trainings
Professional Associations
Professional Development or Continuing Education
Study Abroad