



Resume Review Checklist

Our free [SkillsFirst](#) resume platform provides you with many templates to choose from that will assist you in reaching the Formatting and Visuality guidelines outlined below. We encourage you to utilize SkillsFirst to simplify your resume creation process.

Formatting and Visuality

- Easy to read/professional font (10-12pt in size)
- Header only takes up two lines (if using a template outside of SkillsFirst)
- Section Titles reflect content and are easy to find
- Resume is 1 page in length with white space between the content sections
- Dates are consistently placed throughout the document, and months are spelled out or consistently abbreviated
- Information is placed on the resume in reverse chronological order
- Optimized for ATS: no extra graphics or photos, and color is used sparingly

Skills Highlight

- Industry-specific skills highlighted throughout the resume can be grouped together in a Core Competencies or Skills Overview section placed under the Header
- Resume does not include an objective; instead, there is a Personal Summary Statement including the skills and qualifications the applicant brings to the role being applied for

Education

- Type of degree, school name, and graduation date are clearly indicated and fully spelled out. For example, Bachelor of Arts or Bachelor of Science
- Information is placed on the resume in reverse chronological order
 - After Freshman year of college, references to High School are no longer included

Work Experience

- Jobs are listed in reverse chronological order
- Each job is listed as follows: Job Title, Employer Name, City/State, and Dates Employed
- Consistent verb tense is used- Present for current role, past tense for others
- Bullet points go beyond only listing job duties and are in one of the following formats:
 - Action Verb + Task or Project + Metric or Result
 - Action Verb + Metric or Result + Task or Project

Projects

- Name of the project is clearly indicated
- Bullet points describe the tasks/skills used, provide context on the process, tools, methods, or people involved, and conclude with well-defined and quantified results

Campus or Community Involvement

- Activities or volunteering opportunities are listed in reverse chronological order
- If bullet points are used, they communicate leadership responsibilities AND results or skills gained