

OYO: Resume Checklist

ORGANIZATION

- For industry positions, keep to 1 page (but have a longer, comprehensive version that you can use to create multiple 1 pg versions)
- Use a hidden table (template available) to more easily use the entire page – is there enough "white space" throughout the document to make it visually appealing?
- Name and contact information at the top
- Sections for education, work/professional experience, technical skills, and projects
- No need for a summary statement or objective (Careercup.com recommendation)
- Combine coursework in education section
- Under work experience, header includes employer, role, dates (location optional)
- Classify each line of skills (e.g., Programming Languages: Java, Python or tools, frameworks, platforms, operating systems, libraries)
- Consider other sections at the bottom such as leadership experience, publications, awards, activities, or interests
- Do not include references or mention of references
- Sections and content within sections prioritized based on relevancy and importance (chronology is less important)

CONTENT

- Usually use your full preferred name
- Include middle names only if you prefer to be called by your first and middle or middle only; middle initial may be useful if you have a very common first and last name
- Include at least phone number and email address
- Pick your school or personal email, but don't confuse the reader by listing both
- Mailing address is traditional but optional at this point
- Consider including links to your GitHub, personal website, and/or LinkedIn (with customized URL)
- No labels necessary (e.g., student@umass.edu instead of email: student@umass.edu)
- Use "Expected Graduation: Month Year" instead of a span of time or "present"
- Include GPA only if it is high (i.e., 3.3+) and consider grouping with other academic honors
- Consider adding college name: "College of Information and Computer Sciences"
- Include higher ed transfer school details or undergraduate details
- Coursework can be with each university or grouped together at the bottom of the ed section; abbreviate and be selective, limiting to 1 or 2 lines max
- Only use acronyms if they are common or first explained ("Natural Language Processing (NLP)", then you can use "NLP" for any other references)
- Do not include negative information, and don't downplay your achievements by describing them as "basic" or "simple"
- For each work/project experience, share 2-5 bullets explaining tasks, actions, and results (S.T.A.R.)
- Be sure each bullet begins with an action verb - see our list in the Career Handbook if you get stuck
- Match verb tense to dates (i.e., past tense or present if current role)
- If the employer or role is not well-known, provide context as part of the first bullet
- For projects, expand on the purpose, skills learned and/or developed, and outcomes
- Check to make sure your bullets answer the question "so what?" Who did you benefit and how?
- If you decided to share interests, pick one instead of listing several and make it memorable/unique
- Spellcheck, read aloud, and have someone else read your resume
- Update your resume Save As to "[full name] Resume"

FORMATTING

- Stick with regular fonts – i.e., Arial, Calibri, Times New Roman
- Keep font size consistent throughout (typically 11-12) with only a few exceptions
- Name should be larger (e.g., font size 16-24)
- Use italics sparingly
- Don't bother with color (black and white keeps them focused on the content)
- Format phone as (123) 456-7890
- Avoid +1 with the phone number unless you plan to apply for roles outside the US (it usually indicates you are an international student)
- Abbreviate months to 3 letters throughout document (Mar and May, not March and May)
- Use "-" or "--" consistently
- Bullets should either have a period at the end, or not (be consistent)
- Removed automatic indent on bullets (align left to maximize writing space)

Don't forget to upload your new resume to **Handshake** and make it visible to employers!

Have a question about one or more of these suggestions? Schedule an appointment with a **CICS Careers** advisor!