

# Resume Checklist



## Format

- Font Size: Use 10-12 point font and use a nice, professional font like Helvetica or Calibri
- Word document or PDF
- One page if less than 5 years of experience
- Check the dates and make sure you use a consistent format
- Make sure it is easy to read
- List sections in order of importance to the employer
- Keep spacing and formatting consistent throughout document

## Resume Sections

- Name & Contact Information
- Education
- Research Experience
- Fellowships/Grants/Awards/Honors
- Experience (full-time, part-time, internships, volunteering)
- Skills – may include subcategories such as Computer, Languages, Lab Instrumentation
- Presentations
- Publications
- Languages

## Content

- Name stands out at the top of the page and header includes address, phone number, email and LinkedIn URL
- Education section states official degree and expected graduation date. If including a cumulative GPA it should be a 3.0 or above
- Experiences within sections are listed in reverse chronological order
- Accomplishment statements start with action verbs (check section below)
- There are approximately 2-5 statements per job showing impact of your work. Quantify results when possible
- Proofread your resume to make sure it is free of grammatical errors
- Do NOT include personal information (Age, Weight, Children, nationality, full address)
- Do NOT include the statement Reference provided upon request
- The words “I,” “me,” or “my” are not used in a resume