

Resume Review Checklist

Is it READABLE?

- 1-page maximum¹ covering top 5 most significant & relevant experiences
 - 2-3 bullets per experience
 - Word choices should be thoughtful and strategic as space is limited
- Good use of white space to break up sections and content
 - Education
 - Experience
 - Additional (Languages, Skills, Awards)
- Appropriate use of bolds and CAPS to distinguish different elements (ie: Employer/Organization Name, Title, Date, City)
- Consistent use of a full stop/period (or no period) at end of bullets

Is it CLEAR?

- Spelling out acronyms (ie: YIRPA)
- Word choices/terminology that is understandable by other people
- If Study Abroad: Relevant coursework?

Is it CONVINCING?

- Recommended format for bullets: A-C-R
 - Start with an **Action Verb** – using past tense unless it is a current task
 - Provide some **Context** – show the significance, constraints, or scope
 - End with **Results** – quantitative or qualitative
- Are transferable skills apparent? Does it make sense how a previous experience relates to a desired opportunity the student is applying to?
- Examples of strong resume bullets:
 - *Analyzed break-even point of food business and designed surveys to evaluate customer satisfaction, resulting in elimination of six unprofitable items*
 - *Brainstormed with team of five to create membership outreach program for 175 prospective members that earned 95% top ratings through survey feedback*

Writing a **concise** yet powerful document is not easy--expect **multiple iterations!**

¹ Exception to 1-page rule: If CV is written for academic purposes—should include full list of research & publications