

RESUME CHECKLIST

PAGE 1

Use this checklist as a guide to craft your own resume. Employers often spend under a minute evaluating your resume. They prefer resumes that are easy to read and tailored to the position you are seeking. Review the sample resumes in the Torero Career Guide for ideas to determine the best format for your industry and goals.



CONTACT INFORMATION

- Include your first and last name in larger font (14-16 is an ideal range).
- Add phone number and professional email address.
- It's optional to add city or state, but your address isn't necessary unless required (like on federal resumes).
- Include the URL to your LinkedIn profile if you are active on LinkedIn.
- For fields where a portfolio is essential, include a link to your work.

Note: Make sure you use the same header on all documents (including cover letters and references) so your application appears as a branded package.



FORMATTING & APPEARANCE: CONSISTENCY IS KEY!

- For college students and recent graduates, stick to one page (unless stated otherwise or a federal resume). Avoid using templates.
- If you adjust margins, set them between .5" and 1".
- Use 10-12 point font size in sans-serif fonts like Calibri, Arial, and Oswald in black.
- Differentiate sections by headings: i.e., Education, Experience, Projects, Leadership, Activities, Community Service, Research, Athletics, Professional Affiliations and Skills.
- Organize headings in order of importance to show your most relevant experience. Generally, Education is the first section for students.
- Use adequate white space between sections to keep your resume from appearing crowded.
- Be consistent with spacing, alignment, and punctuation. Whatever style you pick, stick with it.
- Emphasize headers and titles/organizations with bold, italics, underlining, and/or capitalization.
- Keep bullet points to one line or a nearly complete second line.
- Save your resume as a PDF to preserve formatting upon submission.
- Use your name in the file name when emailing your resume as an attachment.



EDUCATION

- Include formal name of institution, city and state of institution, full degree name, majors/minors, and graduation month and year. Include study abroad experiences and previous degrees.
- Remove high school information after 2nd year of college.
- You can also include courses that focus on your knowledge and skills. Include projects, research, and thesis or dissertation titles (if not separate sections).
- GPA is optional. GPAs of 3.0 and higher are often included for current students.
- Show awards, honors, and scholarships if appropriate.

RESUME CHECKLIST

PAGE 2



EXPERIENCE

Types of experiences include employment, volunteer work, activities, leadership, courses and independent projects, research, affiliations, trainings, conferences, presentations, and memberships.

- List employer name/organization and your title. List city and state where employed.
- For dates, show month and year of start and end. If still ongoing, put “present” or “current”. Spell out months or use consistent abbreviations.
- Utilize the right margin for contextual information like locations and dates to increase readability.
- List experiences in reverse chronological order (starting with most recent) based on the end date.
- For lesser-known organizations, briefly describe the organization or its mission within your writing.
- Create strong bullet points by describing your experience using the bullet point formula (review on page 3).
- Ensure descriptions of current roles are in present tense and previous roles are in past tense.
- Where possible, measure your achievements with numbers, percentages, and results.
- Your strongest bullet points should be first. Try writing 2-5 bullet points for each experience.



SKILLS

- If you show skills, organize them by similarity.
- Highlight skills in which you are proficient. Technical (hard) skills such as proficiency in a programming language should be listed in a Skills section. Transferable (soft) skills like communication draw attention to your strengths and should be expanded upon in the bullet points of your experience.

Note: Tailor your resume by including the transferable skills listed in the job description.

- Avoid adjectives such as hardworking and punctual. These qualities would be expected of any candidate.



CONTENT, PUNCTUATION & GRAMMAR

- Use spell check! Ensure syntax and grammar are accurate.
- Writing is concise, clear, and tailored to keywords in specific job descriptions.
- Don't include personal pronouns (e.g. I, my).



DOUBLE CHECK FOR COMMON MISTAKES

- Don't include text boxes, shading, photos, graphs, headers, and footers.
- Remove references from your resume. Create a separate reference document. Refer to an example in the Torero Career Guide.
- Avoid using passive phrases like “worked with” or “responsible for.”
- Avoid repetition; offer something new when describing similar experiences. Refer to the list of action verbs in the Torero Career Guide.

RESUME CHECKLIST

PAGE 3



OPTIONAL ADDITION: ADDING A SUMMARY

Candidates with significant experience in a field may choose to start their resume with a brief overview of professional skills. This section is less appropriate for new college graduates.



BULLET POINT FORMULA

There are 3 elements for a bullet point: Action Verb, How you completed the action, and Results.

Action Verb: Start each bullet point with an action verb. The verb should be past tense if the experience has ended and present tense if the experience is ongoing. Try to use a variety of action verbs throughout your document.

- **Provided** _____

How you completed the action: Provide context surrounding the action verb. If you can make this quantifiable, the stronger it will be. What did you provide?

- Provided **bilingual customer service to 100+ store patrons daily** _____

Results: This can be one of two things:

#1 An accomplishment or purpose. Include the outcome of your action.

- Provided bilingual customer service to 100+ store patrons daily, **fostering a welcoming environment**

#2 The utilization or implementation of transferable (soft) skills. These skills are subjective and cannot be proven on the spot.

Examples include communication, problem solving, critical thinking, and teamwork. These skills should be incorporated in your bullet points, rather than included in a Skills section. The Skills section is for technical (hard) skills like lab equipment, computer programs, and languages.

- Provided bilingual customer service to 100+ store patrons daily, **utilizing strong communication skills**