



Student name: \_\_\_\_\_

Review	
	<b>FORMAT</b>
<input type="checkbox"/>	Number of spaces between sections is consistent
<input type="checkbox"/>	Appropriate use of white space- should not look overcrowded or bare
<input type="checkbox"/>	Margins are between ½ and 1 inch
<input type="checkbox"/>	The font style is the same throughout the resume and is between 10pt and 12pt
<input type="checkbox"/>	Your name is larger than the rest of the text on the page (generally 4-pts larger)
<input type="checkbox"/>	Headings stand out from the rest of the text by using bolding, italics, capitalization, lines, etc.
<input type="checkbox"/>	Bullets, hyphens, and dates are uniform and consistently spaced on the page
<input type="checkbox"/>	Bullets are either circles or squares
<input type="checkbox"/>	Resume is one page in length and only the front side of the page is used
	<b>EXPERIENCE</b>
<input type="checkbox"/>	Experience includes job title/role, organization name, location (city, state) and dates employed <i>Example: Accounting Intern</i> <i>Independence Blue Cross</i> <i>May 2019- Present</i> <i>Philadelphia, PA</i>
<input type="checkbox"/>	Dates are accurate and are listed in reverse chronological order (most recent to least recent) in each section
<input type="checkbox"/>	Each bullet point starts out with a strong action verb (not “responsible for” or “duties included”), are not repetitive and consistent with tenses
<input type="checkbox"/>	Bullet points include specific examples to illustrate transferable skills and knowledge, key contributions and accomplishments <i>Example: Processed transactions of upwards of \$10,000 daily for customers including withdrawals, deposits, check cashing, processing sales of gift cards and receipt of loan payments</i>
<input type="checkbox"/>	Personal pronouns such as “I,” “me,” “we,” and “our,” ARE not used
<input type="checkbox"/>	Salary history is omitted (can be included in cover letter if requested)
	<b>SPELLING</b>
<input type="checkbox"/>	All words used would be familiar to people; industry specific terms should be easily recognizable to those within the field
<input type="checkbox"/>	All words are spelled correctly- do not solely rely on spell check
	<b>PUNCTUATION</b>
<input type="checkbox"/>	Use of punctuation is consistent throughout
<input type="checkbox"/>	Punctuation used to separate information is consistent ( , and ; )
<input type="checkbox"/>	There are no commas listed between month and year as well as state and zip code <i>Example: May 2020, Summer 2019</i>
	<b>GRAMMAR</b>
<input type="checkbox"/>	All verbs in each specific experience example are in the same tense- current positions should be in present perfect tense; past positions should be in the past tense
<input type="checkbox"/>	All proper nouns are capitalized

<input type="checkbox"/>	Numbers between one and nine are spelled out, numeral are used for numbers 10 and larger, except for adjacent numbers (Twenty 12-year old boys and girls)
<input type="checkbox"/>	Date formats are consistent and words, if used, are capitalized <i>Example: November 2014, May 2018- Present</i>
	<b>ADDITIONAL SECTIONS</b>
<input type="checkbox"/>	Career objective (rarely recommended): Is clear and specific to a position, job function, or organizational type
<input type="checkbox"/>	Honors/Awards: Include official name of award, official name of organization, and month/year received
<input type="checkbox"/>	Activities, Community Service, Volunteer Experience: Include official name of each organization, city and state, position or leadership role held, dates of involvement
<input type="checkbox"/>	Project Experience: Include title of project, date completed, role within group, applicable skills/knowledge and ant specific technical skills
<input type="checkbox"/>	Skills Section: Include only technical skills (languages, certifications, computer languages/software, lab skills/equipment