Resume Review ✓ Checklist

	Comments/Questions
Header/Contact Information ☐ Name ☐ Address (optional) ☐ Phone number ☐ E-mail address ☐ LinkedIn/Portfolio URL (optional)	
Objective ☐ Not necessary if you're including cover letter ☐ May include when attending career fair ☐ Tailored to specific employer: To obtain X position at X company	
Education ☐ California Polytechnic State University, San Luis Obispo ☐ Degree type (e.g. Bachelor of Science) and major ☐ Expected graduation month/year ☐ Concentration ☐ Minors ☐ GPA or Major GPA (if above 3.0) ☐ Any coursework directly related to target position ☐ Community college if directly related to target position or if you earned degree ☐ Study abroad ☐ Don't include high school education information	

Experience
 ☐ Categorize experience by theme (i.e. Customer Service Experience), rather than where you got experience (i.e. internships vs. class projects)
 ☐ Include in each entry:
   - Employer name
   - Employer location - city and state only
   - Position title
   - Employment start/end date
 ☐ List experiences in reverse chronological order (most recent first) under each heading
 ☐ May include work experience, summer jobs, internships, volunteer work, class projects, senior projects, enterprise projects, undergraduate research, or leadership in co-curricular activities
 ☐ Okay to include high school experience through end of sophomore year at Cal Poly	

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Other Possible Categories	Comments/Questions
☐ Skills: Technical, computer, foreign language ☐ Extracurricular Involvement: Include leadership roles ☐ Military Service ☐ International Experiences ☐ Honors and Awards ☐ Community Service	

Formatting, Style & Length

☐ Balanced margins ½ to 1"
☐ Clean font style, no more than 2 different fonts
☐ Easy-to-read font size
   - Body 10-12
   - Headings 11-14
   - Your name 18-24
☐ One page for most majors (exceptions apply)

Consistency

☐ Spacing between sections
☐ Font size
☐ Alignment of bullet points/text
☐ Alignment of dates
☐ Use of bolding, underlining, italics

Bullet Points

☐ Begin with strong action verbs
☐ Quantify results when possible ("increased sales by 10%")
☐ Focus on what you accomplished or contributed, not on day-to-day details of job
☐ No complete sentences, no periods
☐ Tailor to target position: Use key words from job ad

Professionalism

☐ Correct grammar
☐ No misspelled words
☐ Save as a pdf and include your name in file name

Additional Notes

How to get additional resume help:

○ **Utilize BigResume**
- Run your resume through Big Resume (students use your @calpoly.edu email to login) utilizing the scoring guide for your college or the first-year student scoring guide

○ **Review resume samples** at **careerservices.calpoly.edu** under **Career Resource Toolkit**

○ **Come to Drop-In Hours**
- Mondays through Friday - see website for times
- Approx. 15 minutes, first-come, first-served
- careerservices.calpoly.edu/explore-services/career-counseling

○ **Schedule an appointment** with a career counselor (Bldg. 124) via MustangJobs/Career Center drop-down menu

○ **Ask a Cal Poly alum/na for feedback** through your exclusive networking platform, Cal Poly Career Connections (via the portal)