

Resume Review Checklist

<p>Header/Contact Information</p> <ul style="list-style-type: none"><input type="radio"/> Name<input type="radio"/> Address (optional)<input type="radio"/> Phone number<input type="radio"/> E-mail address<input type="radio"/> LinkedIn/Portfolio URL (optional)	<p>Comments/Questions</p>
<p>Objective</p> <ul style="list-style-type: none"><input type="radio"/> Not necessary if you're including cover letter<input type="radio"/> May include when attending career fair<input type="radio"/> Tailored to specific employer: To obtain X position at X company	
<p>Education</p> <ul style="list-style-type: none"><input type="radio"/> California Polytechnic State University, San Luis Obispo<input type="radio"/> Degree type (e.g. Bachelor of Science) and major<input type="radio"/> Expected graduation month/year<input type="radio"/> Concentration<input type="radio"/> Minors<input type="radio"/> GPA or Major GPA (if above 3.0)<input type="radio"/> Any coursework directly related to target position<input type="radio"/> Community college if directly related to target position or if you earned degree<input type="radio"/> Study abroad<input type="radio"/> Don't include high school education information	
<p>Experience</p> <ul style="list-style-type: none"><input type="radio"/> Categorize experience by theme (i.e. Customer Service Experience), rather than where you got experience (i.e. internships vs. class projects)<input type="radio"/> Include in each entry:<ul style="list-style-type: none">- Employer name- Employer location - city and state only- Position title- Employment start/end date<input type="radio"/> List experiences in reverse chronological order (most recent first) under each heading<input type="radio"/> May include work experience, summer jobs, internships, volunteer work, class projects, senior projects, enterprise projects, undergraduate research, or leadership in co-curricular activities<input type="radio"/> Okay to include high school experience through end of sophomore year at Cal Poly	



<p>Other Possible Categories</p> <ul style="list-style-type: none"> <input type="radio"/> Skills: Technical, computer, foreign language <input type="radio"/> Extracurricular Involvement: Include leadership roles <input type="radio"/> Military Service <input type="radio"/> International Experiences <input type="radio"/> Honors and Awards <input type="radio"/> Community Service 	<p>Comments/Questions</p>
<p>Formatting, Style & Length</p> <ul style="list-style-type: none"> <input type="radio"/> Balanced margins ½” to 1” <input type="radio"/> Clean font style, no more than 2 different fonts <input type="radio"/> Easy-to-read font size <ul style="list-style-type: none"> - Body 10-12 - Headings 11-14 - Your name 18-24 <input type="radio"/> One page for most majors (exceptions apply) 	
<p>Consistency</p> <ul style="list-style-type: none"> <input type="radio"/> Spacing between sections <input type="radio"/> Font size <input type="radio"/> Alignment of bullet points/text <input type="radio"/> Alignment of dates <input type="radio"/> Use of bolding, underlining, italics 	
<p>Bullet Points</p> <ul style="list-style-type: none"> <input type="radio"/> Begin with strong action verbs <input type="radio"/> Quantify results when possible (“increased sales by 10%”) <input type="radio"/> Focus on what you accomplished or contributed, not on day-to-day details of job <input type="radio"/> No complete sentences, no periods <input type="radio"/> Tailor to target position: Use key words from job ad 	
<p>Professionalism</p> <ul style="list-style-type: none"> <input type="radio"/> Correct grammar <input type="radio"/> No misspelled words <input type="radio"/> Save as a pdf and include your name in file name 	

How to get additional resume help:

- Come to Drop-In Hours** (Bldg. 124)
 - Mondays through Thursdays, 1:00 to 4:00 pm (except finals week)
 - 15 minutes max, first-come, first-served
- Schedule an appointment** with a career counselor (Bldg. 124)
 - Via MustangJOBS/Career Center drop-down menu
 - Or call Career Services’ front office at 805.756.2501
- Review resume samples** at careerservices.calpoly.edu under **Student Resource Toolkit**
- Ask a Cal Poly alum/na for feedback** through your exclusive networking platform, Cal Poly Career Connections (via the portal)