

RESUME STARTER CHECKLIST

Check out the Career Resource Handbook in the Resource section of your Handshake account at calu.joinhandshake.com

Layout & Appearance	Yes	No	Career Coach Comments
Is my name at the top of the page and in bold? Are my address, phone number and email easy to read?			
Is my resume an appropriate length? (1 page preferred for most majors except Education or those with experience)			
Does my resume have 1" margins on each side (1/2 minimum) and a 10 pt. minimum font size?			
Is formatting consistent throughout the resume? Are the headings and statements evenly spaced?			
Are my resume sections placed in the best order to highlight my strongest credentials?			
Are my accomplishment statements in bullet point format? Do I have approximately 2-6 statements per job?			
Are my experiences in reverse or chronological order? (e.g. most recent to least recent.)			
Content	Yes	No	Career Coach Comments
Does my objective statement clearly state what I am seeking and what I will bring to the position?			
Did I include the following headings: Education, Related Experience, Other Experience, and optional sections for Skills, Activities/Leadership and/or Honors?			
Does my education section state my official degree and expected graduation date? Did I include my cumulative or major GPA (if a 3.0 or above)? Is my GPA accurate?			
Does my experience include the full name of company or organization, the city and state where the company/organization is located, and the dates the position was held?			
Do my accomplishment statements start with strong, varied action verbs?			
Are verb tenses in the present tense for current jobs? Are the verb tenses in the past tense for previous jobs?			
Is the information on my resume relevant to the job for which I am applying? Did I include keywords that are listed in the internship or job description?			
Is my resume completely free from spelling, punctuation and grammatical errors?			
Is my resume uploaded in Handshake? calu.joinhandshake.com			