

RESUME REVIEW CHECKLIST

Use this to help build your industry standard resume

FORMAT

Checklist		Notes
Font	<input type="checkbox"/> Easy to read <input type="checkbox"/> Basic font (ex: Times New Roman, Arial) <input type="checkbox"/> 10-12 pt font size	
Header	<input type="checkbox"/> Name prominent at top <input type="checkbox"/> Email address (personal or Mines, professional handle) <input type="checkbox"/> Phone number <input type="checkbox"/> Location (city, state; full address optional) <input type="checkbox"/> Customized LinkedIn URL (if using) <input type="checkbox"/> Professional website, GitHub, portfolio page (If using)	
Section Names	<input type="checkbox"/> Titles reflect content (ex: Work Experience, Project Experience) <input type="checkbox"/> Section titles are consistent <input type="checkbox"/> "Scan-able" (appropriate amount of content on each section) <input type="checkbox"/> Most important/relevant at top	
Dates	<input type="checkbox"/> Consistent date formatting and alignment <input type="checkbox"/> Reverse chronological order <input type="checkbox"/> Month Year format <input type="checkbox"/> Months spelled out or consistently abbreviated	
General Appearance/Aesthetic	<input type="checkbox"/> Single page <input type="checkbox"/> Fills page but not crowded <input type="checkbox"/> Balanced margins between .5-1 inch <input type="checkbox"/> Consistent spacing between sections <input type="checkbox"/> Only one bullet point design design (no secondary points/indentions) <input type="checkbox"/> Checked for spelling; punctuation consistency; no contractions <input type="checkbox"/> Avoids first-person language (no use of "I", "me" or "my")	
ATS Friendly	<input type="checkbox"/> Single column <input type="checkbox"/> No graphics <input type="checkbox"/> No tables, hidden text boxes <input type="checkbox"/> Black font on white background <input type="checkbox"/> Created manually in Word or Docs, or using 'ATS friendly' template	

CONTENT

Checklist		Notes
General	<input type="checkbox"/> Relevant sections with balanced content <input type="checkbox"/> BONUS: tailored content to job description	
Education	<input type="checkbox"/> List education only resulting in a degree <input type="checkbox"/> No abbreviations - spell out degrees <input type="checkbox"/> High school eliminated after freshman year <input type="checkbox"/> Degree dates as Month Year (no ranges, no 'expected/anticipated by') <input type="checkbox"/> Dates right-aligned <input type="checkbox"/> Reverse chronological order - most recent on top <input type="checkbox"/> GPA 3.0 or higher (if including)	
Work Experience	<input type="checkbox"/> Formatting consistent <input type="checkbox"/> Reverse chronological order <input type="checkbox"/> Each entry includes company, job title, and location <input type="checkbox"/> Consistent verb tense (present for current, past for past) <input type="checkbox"/> Use Action/Skill/Result bullet point format <input type="checkbox"/> No sub-bullets	
Project Experience	<input type="checkbox"/> Formatting and structure consistent with work experience	
Skills	<input type="checkbox"/> Categorized (ex: Programming, Software, Field, Laboratory) <input type="checkbox"/> Listed across the page, separated by commas <input type="checkbox"/> Single column, no table	
Other Sections	Examples: Awards and Honors, Relevant Coursework, Activities and Associations, Publications, Certifications <input type="checkbox"/> Reverse chronological order <input type="checkbox"/> List relevant information (ex: role, organization, dates) <input type="checkbox"/> Spell out any abbreviation or acronyms that are unique to Mines	

Additional Notes

To-Do

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