Resume Essentials Checklist

Getting Started:
- Resumes should be one page. Exceptions include extensive involvement, psychology, and speech.
- Remove high school experiences by the end of sophomore year.
- Adjust the section headings based on your experience.
- List in reverse chronological order, with the most recent position/experience being first.
- Name should be 14-point font or larger, font otherwise should be 10.5-12
- Margins can be as small as 0.5"
- Strive for perfect grammar, perfect spelling, and consistent format
- Do **not** use colors for business resumes, use *discretion* with color for creative industries
- Always submit resume in PDF format (First Last Resume.pdf)
- Do not have a "References Available" line

Heading:
- Do **not** include a headshot
- Do **not** have an "Objective" section or a "Summary" section
- Include your cell phone number and one email address
- Include city, state, zip. If you have a LinkedIn profile, customize the URL and include in heading.

Education:
- List Loyola University Maryland first and your high school second. List study abroad separately.
- Key information: city and state, expected graduation date, your degree written formally (i.e., Bachelor of Arts in Psychology, not "Psychology Major"), and GPA if it is a 3.0 or higher.
- Avoid abbreviations.
- Awards / Honors can also be listed here or listed out in a separate section
- Include relevant courses if they are especially relevant for the job you are applying to

Professional/ Work Experience:
- Key information: name of the organization, city and state, your title, and dates
- Avoid personal pronouns and "responsibilities include"
- Use action verbs to tell the reader what you did, how you did it, and how that made an impact to the organization's goals. **(Action Verb + Core Content + Result, Purpose, or Impact)**
- Focus on the skills you gained from the experience. Highlight transferable skills rather than daily duties or tasks.
- Diversify your bullet points and align them with the job description when possible.

Activities:
- Key information: name of the organization, location, your title, and dates.
- This section could be named Campus Involvement, Extracurricular Activities, Leadership, or Volunteer Involvement

Skills:
- Key information: relevant technical and language skills and your level of proficiency.
- Examples of skill levels include introductory, working, advanced knowledge, conversational, or fluent
- Microsoft Office, Word, and basic language skills are unnecessary