RESUME CHECKLIST

Writing a resume for the first time can be overwhelming, use this checklist to guide you!

GENERAL INFORMATION

- ❑ **Include a main objective that displays who you are as a person and your personal goals. (e.g. I am a hardworking honor student who desires to secure this internship to gain meaningful work experience.)**
- ❑ **Include relevant and current contact information (name, address, phone number, email address)**

EDUCATION

- ❑ **Organize education from most recent to least recent. (include months and years)**
- ❑ **Include any academic achievements/ honors (GPA, honor roll, scholarships, etc.)**
- ❑ **Include any extracurricular activities (sports, school clubs, etc.)**

WORK EXPERIENCE

- ❑ **Organize work experience from most recent to least recent (include months and years)**
- ❑ **Include volunteer work and informal work experiences**
- ❑ **Include bullet points to include skills and achievements gained from these experiences**

SKILLS

- ❑ **Make a list of skills that you have (e.g. problem solving, time management, computer skills- Microsoft Office, Google Drive, etc.)**

ACHIEVEMENTS

- ❑ **Add any additional awards and achievements (e.g. honor roll, scholarships, sports awards, etc.)**

DON'T FORGET!

- ❑ **Be consistent in your formatting**
- ❑ **Edit carefully**
- ❑ **Keep it focused, relevant, and brief (no longer than 1 page)**
- ❑ **Ask someone to look over your resume**

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