RESUME SELF-REVIEW

GENERAL FORMATTING

- ☐ Margins are no smaller than 0.5 inches, no larger than 1 inch
- ☐ Font size is between 10 pt and 12pt font for the body of the resume, the same font is used throughout the resume
- ☐ Bullet points and sections are aligned uniformly throughout the resume
- ☐ Dates are written consistently
- ☐ Bullet point punctuation is consistent
- ☐ A consistent format is used throughout the entire document and within each section
- ☐ Sections/headings are listed in order of relevance/importance
- ☐ Information within each heading/experience is listed in reverse chronological order

CONTACT INFORMATION

- ☐ Full name (First and Last), cell phone number and professional email address (CMU or professionally named private email) are located at the top of your resume

EDUCATION AND COURSEWORK

- ☐ College/university names are spelled out (i.e. Carnegie Mellon University not CMU)
- ☐ The official name of your degree and program is listed
- ☐ You have listed only the month and year you earned your degree(s) and/or expect to earn it/them (no date ranges)
- ☐ Coursework list is limited to the courses most relevant to your job search and does not include future coursework

WORK, PROJECT AND RESEARCH EXPERIENCE

- ☐ Organization/Company name and location are clearly listed (city, state in United States; city, country if international)
- ☐ Job title is clearly displayed (when applicable)
- ☐ Course name and/or project name listed (when applicable)
- ☐ Dates of experiences are listed for each position, company and /or project
- ☐ Dates and location are on the right side of the page, organizations and titles are on the left side of the page
- ☐ Each phrase starts with an action verb in the appropriate tense (present for current, past for completed experiences)
- ☐ Bullet points include accomplishments, results, metrics, outcomes, etc. whenever possible

ACTIVITIES/HONORS/LEADERSHIP

- ☐ The activities, honors/awards, and/or leadership experiences are relevant and timely

SKILLS

- ☐ Relevant skills are listed (Programming Languages, Software, Foreign Languages, Writing, Data Analysis, Social Media, etc.).
- ☐ Skills are subcategorized, specific skills are listed in each subcategory (i.e. Programming Languages: C, Java, C++)
- ☐ Skills are listed in order of most to least proficient
- ☐ No soft skills are listed (i.e. Teamwork, Leadership)