

RESUME REVIEW

“gold standard” checklist

Review your resume to ensure that it includes the following criteria:

PROFESSIONAL SUMMARY

Professional title

Years of experience

Areas of expertise

Remove photos and personal information such as age, religion, and marital/family status

KEY SKILLS

Technical & Industry-specific skills

Certifications

Computer skills

Languages

Focus on most relevant skills

Remove soft skills (general descriptors)

PROFESSIONAL EXPERIENCE

One-line description of company

Action verbs in the simple past tense

Examples of actions and results

Quantifiable outcomes

Include experience from the last 10-15 years



Below your contact information, include:
**“Fully Work Authorized.
No Visa Sponsorship
Required”**

Save as Doc or PDF with title:
**“FirstName_LastName_
Resume_Date”**

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Review your resume to ensure that it includes the following criteria:

ADDITIONAL EXPERIENCE

Survival jobs

Volunteer work

Use for experience unrelated to your career
Limit to 1-2 bullet points

EDUCATION

One-line description of university

Credential evaluation (if available)

Year of graduation is optional
May include honors, thesis, capstone, or post-doctorate programs
Consider separate section for publications

PROFESSIONAL DEVELOPMENT

Certifications

Courses

Professional associations

Conferences

Include relevant items from the last 5 years



FORMAT

Consistent font size and type

Consistent formatting and spacing

Dates right-justified and aligned

No tables or text boxes

No punctuation at the end of bullet points

Spell check with U.S. English