Resume Checklist

Grammar/Spelling

☐ No use of personal pronouns such as "I", "we", "they", "me" etc.

☐ Free of grammatical and spelling errors

☐ Appropriate use of punctuation

Contact Info/Objective

☐ Include: name, email, and phone number

☐ Optional contact info: portfolio link, Github, LinkedIn, address

☐ Objective: Clearly describes position being sought, skills to be used, and availability

Education

☐ RIT academic information, followed by other institutions (no high school information)

☐ Each institution (if applicable) includes: name, location (city, state), degree name, major, expected graduation date

☐ Optional content may include: relevant courses (with skills learned), study abroad experiences, honors, academic scholarships

☐ Include GPA if >2.8

Experience

☐ Section includes relevant paid, unpaid and/or research experiences

☐ Each experience includes position title, organization name, location (city, state), and dates/duration

☐ Describe individual contribution through bullets: strong action verb + task + tools/technology used + impact/why what you did mattered

☐ Use present tense for current positions; past tense for past experiences (e.g. develop vs. developed)

☐ Exclude outdated experiences (omit high school experiences that are not relevant)

Format/Organization

☐ Appropriate subject headings are present

☐ Section headings clearly separate content

☐ Appropriate margins (.5' – 1.25") and white space

☐ Consistent alignment: bullets and section headings

☐ Consistent style: professional font (10-12 pt.), bullets, paragraph spacing, headings

☐ Consistent use of dates: uses month and year NOT season (fall, spring, etc)

☐ All items are in reverse chronological order

☐ 1-page in length

Skills

☐ Include relevant technical skills for position sought (no soft skills included)

☐ Categorize by skill/tool in an organized way (e.g. programming skills, software tools, etc.)

Projects

☐ Includes personal, academic, and team projects

☐ Format clearly shows the name of the project, the duration, team size (if applicable), languages/software used, and origin (academic, personal, hackathon, etc)

☐ Use correct tense for descriptions (present tense for current projects, past tense for past projects)

☐ Describe individual contribution through bullets: strong action verb + task + tools/technology used + impact/why what you did mattered

Leadership/Volunteering/Clubs*

☐ Each experience includes position title, organization name, location (city, state), and dates/duration

☐ Describe individual contribution through bullets: strong action verb + task + tools/technology used + impact/why what you did mattered

☐ Use present tense for current positions; past tense for past experiences (e.g. develop vs. developed)

☐ Exclude outdated experiences (omit high school experiences that are not relevant)