# Resume Checklist

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## Part I. First Impression

☐ The resume looks professional and easy to read.
☐ The most important information stands out quickly.
☐ I can understand this person's background within 30 seconds.

## Part II. Formatting

### Layout

☐ Resume is **one page** (appropriate for first-year students).
☐ Margins are approximately **0.5–0.75 inches**.
☐ Font size is **10–12 pt** (except the student's name).
☐ Adequate white space makes the resume easy to read.
☐ Resume is ATS-friendly (no tables, columns, text boxes, graphics, headers/footers, or excessive design elements).

### Consistency

☐ Dates are formatted consistently.
☐ Bullet points are aligned consistently.
☐ Font styles and sizes are consistent.
☐ Bold and italics are used consistently.
☐ Spacing is consistent throughout.

## Part III. Contact Information

☐ Name is easy to find.
☐ Professional email address is included.
☐ Phone number is included.
☐ City and State are included (full street address is unnecessary).
☐ LinkedIn URL is included (if complete and professional).

## Part IV. Education

☐ University is listed correctly.
☐ Expected graduation date is included.
☐ Major is listed.
☐ GPA is included (if appropriate).
☐ High school information has been removed unless especially relevant.

## Part V. Experience & Projects

### Organization

☐ Experiences are listed in reverse chronological order.
☐ Dates include month and year.
☐ Locations include City and State.
☐ Relevant engineering, leadership, volunteer, or work experiences are included.

## Bullet Points

☐ Every bullet begins with a strong action verb.
☐ Bullet points describe accomplishments—not just responsibilities.
☐ Experiences show skills or impact.
☐ Results are quantified when possible (numbers, percentages, dollars, hours, people served, etc.).
☐ Bullet points are concise (not paragraphs).
☐ No personal pronouns ("I," "me," "my").
☐ No complete sentences.
☐ Verb tenses are consistent:

- Current positions → Present tense
- Previous positions → Past tense

## Part VI. Skills

☐ Technical skills are listed clearly.
☐ Software, programming languages, laboratory equipment, or engineering tools are included when appropriate.
☐ Soft skills (communication, leadership, teamwork, etc.) are demonstrated through experiences instead of listed without evidence.

## Part VII. Content Quality

☐ Resume highlights accomplishments instead of simply listing duties.
☐ Experiences demonstrate problem solving, teamwork, leadership, or technical ability.
☐ Resume appears tailored toward internships or engineering opportunities.
☐ Keywords relevant to engineering appear naturally throughout the resume.
☐ There are no spelling or grammar errors.