

# RESUME CHECK-OFF LIST

Before submitting your resume for a job or internship opportunity, utilize this check-off list. Proofreading is essential and it is recommended that you read every line out loud during the final editing stage.

## OVERALL APPEARANCE

- Name appropriate size – not too small and not too large (i.e. size 14-20)
- Professional email address and best phone number
- Standard easy to read font that is between 10-12 in size (i.e. Arial, Calibri, Cambria, Georgia, Garamond)
- Consistent formatting, alignment, spacing and margins (recommend 1/2”
- Bolding, italics, all CAPS or underlining for emphasis (but not all at the same time)
- Consistent date format (i.e., 8/XX – 1/XX; or 8/20XX – 1/20XX; or Aug. 20XX – Jan. 20XX)
- No misspelled words (review words line by line, especially those not caught in spell check)
- References are not included on the resume (recommend a separate document with references)

## CONTENT

- Highlights, Summary, Profile or Summary of Skills are listed at top to showcase your skills (optional)
- Prioritize and put most relevant information at the top
- Resume is tailored to the position that you are applying for

## EDUCATION

- Include colleges where a degree was earned and/or SFSU where you are now enrolled
- SFSU should be formatted as follows:  
**San Francisco State University, San Francisco, CA**  
**Bachelor of Arts in Philosophy** **Expected 05/20XX**
- Listing GPA is recommended only if you have a 3.0\* or higher (optional)

## EXPERIENCE

- Dates of employment are listed with start date/year – end date/year
- Include location (City and State) – use acronyms for states (i.e., CA, HI, OR, WA)
- Capitalization is consistent - capitalize job titles, but not each word in a description
- Job descriptions are in bullet point form starting with action verbs (Do not use personal pronouns):  
(i.e. **Recruited, hired and trained new sales staff**)
- Use professional word choices (i.e., Sales Associate instead of Clerk)
- Acronyms are spelled out (not: EPT, NAED, NAHB)
- Punctuation and comma placement has been checked
- Correct tense used consistently in position descriptions (present job [i.e., create], past job [i.e., created])



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