RESUME

Checklist

Checklist

- [ ] Full name

- [ ] Contact info including your email, phone number, and/or address

- [ ] Link to digital portfolio or website (LinkedIn is great!)

- [ ] Previous employment information including names, dates, and locations of employment, positions held, and job details. Also may include any awards, promotions, recognitions, or accomplishments if applicable.

- [ ] Education history including names and locations of schools, dates of attendance or graduation, certificates or degrees, field of study, GPA, and any honors, awards, accomplishments, or recognitions.

- [ ] Relevant professional certification courses including institution name and date of certification

Checklist

- ☐ Relevant technical skills including computer or program proficiency

- ☐ Foreign lanugage fluency

- ☐ Applicable volunteer or intern experience (especially for resumes with little job history)

- ☐ Personal qualifications highlighting any relevant skill, training, experience, or background

- ☐ References with names and contact information

- ☐ High quality paper for printing (We recommend printing copies at your local office supply store)

Checklist

- [ ] Your profile photo or logo

- [ ] Your brand colors and fonts

- [ ] Optional stock photo or artwork for header

- [ ] Your tagline and/or title

- [ ] Brief yet powerful description of yourself

Checklist

- [ ] Name of hiring manager (optional)

- [ ] Name and address of company

- [ ] Title of the position you are seeking

- [ ] Any qualifications that make you an excellent candidate for that particular job with that particular company