

Resume Writing Guide Checklist

1. Contact Information at top of your resume:

Information: Name
Address
Telephone
E-mail address

2. Objective or Summary:

An objective tells potential employers the job you are applying for.

3. Resume Essentials:

Outline: Work Experience

- Business name
- Title of position
- Dates of employment
- Job description – specific skills

Skills and abilities

- Key or special skills or competencies

Extracurricular activities

- Volunteer organizations
- Participation in sports

4. Education:

Information: Diploma year
GPA if higher than 3.0
Academic honors

5. Reference: Available Upon Request

* Design Tips:

Use white or off-white paper (8-1/2 x 11-inch.)
Print on one side of the paper.
Use font size of 10 to 14 points. Avoid italics, script and underlined words.
Do not fold or staple your resume.
If you must mail your resume, put it in a large envelope.