COW CREEK CAREER CENTER
Resume Checklist

Name: _____

This checklist is a guide to identifying the fundamental elements of a resume.

*Please refer to the **"Resume"** section of the Tribal Workforce Development website for more information.

Contact Information

Name, address, phone, professional email, LinkedIn URL (optional)

Education

Name of school and location.

OR Official name of your degree, which can be abbreviated.

B.S. Includes major, minor and/or concentration spelled out

Expected date of graduation with month and year

Fall 2014 GPA is listed to two decimal points and reflects cumulative GPA, unless noted (optional)

Experience

EXPERIENCE Experience includes job title/role, organization name, location (city, state) and dates

Dates of prior experiences are accurate and in reverse chronological order (most recent to least recent) within each section

Bullet points start with action verbs (not "responsible for" or "duties included"); includes specific examples to emphasize transferable skills and knowledge, and describes key accomplishment

Verb tenses are consistent – present tense is used to describe current roles/positions and past tense is used to describe previous roles/positions.

Salary history is omitted; can be included in a cover letter if requested.

Personal information, such as gender identity, birth date, age, race, marital status, is NOT included.

Personal pronouns, such as "I," "me," "my," "we," and "our" are NOT used.
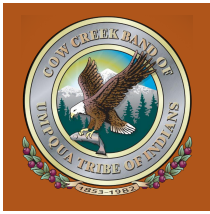
Spelling

SPELLING All the words used are familiar to people; industry-specific terms should be recognizable to those within the field, industry and/or company.

All words are spelled correctly - do NOT rely on spell check.

Punctuation

Use of punctuation is consistent – if you use periods at the end of your phrases, make sure they are at the end of all phrases; exclamation points are not used.

Punctuation used to separate information is consistent.

There are no commas between month and year or semester and year
Examples: November 2019; Summer 2019 ; Fall 2019

Grammar

AR All verbs in each specific experience are in the same tense – current positions/roles should be in the present tense; past positions/roles are in the past tense.

All proper nouns are capitalized.

Date format can include month, semester or season, but be consistent throughout the resume; capitalize seasons when associated with a date
Examples: 11/2019; November 2019

Format

Number of spaces between categories or items is consistent.

There is plenty of white space – your resume is not overcrowded.

Margins are appropriate (between 1 inch and ½ inch) and consistent.

The font style and spacing is the same throughout the resume.

Use bold, italics, capitalization to make important items stand out - be consistent.

Headings stand out from the text, using bold, italics, capitalization, lines, etc.

At arm's length, the text and white space look balanced.
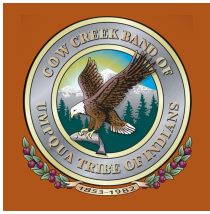
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Resume Checklist Cont.

EDUCATION

2371 NE Stephens St.,
Suite #100
Roseburg, OR 97470
Phone: (541) 677-5575
Fax: (541) 677-5574
Email: info-workforce@cowcreek.com

Format continued

Your name is larger than the rest of the text – 14-18 point font is appropriate for your name

Font size is between 10-12 point font

Resume is one page and only the front side of the paper is used.

There are no graphics or photos included.

Additional Sections

Profile/Summary (optional): 3-5 sentence fragments; clear statement that targets a specific position, role, job function, organization or industry; focused on what you can offer to the reader.

Awards/Honors: Includes the official name for each honor or award and of organization or group.

Activities/Community Service/Volunteer Experience/Additional Experience: Includes official name of each organization, city and state, position or leadership role held, dates of involvement; does not use acronyms unless defined within the resume.

Skills/Qualifications: languages, publications, research projects, computer program (list software/languages), tools/equipment, military services.

Academic Experience/Related Coursework/Related Projects: Includes the title of the course and/or project and the semester completed; does not include course #; identifies independent vs. group, role within group, applicable skills/knowledge, and any specific technical skills.

How to submit a resume and/or cover letter:

Email as an attachment:

- Save your cover letter, resume and references (if requested) in a common word processing program such as Microsoft Word or as a PDF (preferable). Increasingly, employers are specifying format.
- Give the document a name the employer will associate with you once they are downloaded, for
  - *Example: LastName_Position.pdf.*
- In the Subject line, put the name of the position for which you are applying. In your email message, briefly say why you are writing. Ask the employer to contact you about any trouble opening the attachment(s).
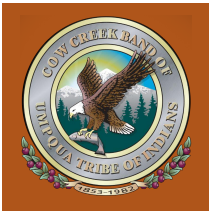
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Send in the body of an email:

- Paste your cover letter a couple of spaces below your brief introduction. Set it up in Business (Block) Style, with everything justified to the left. Your cover letter may need to be reformatted to send it in the body of an email message. Do not use bold, italics, underlining, bullets, fancy fonts, colored text, or multiple columns.
- Attach your resume (in PDF format) to the email.

Mail or submit in person:

- Final cover letters and resumes submitted to employers as paper copies should be printed on resume quality paper (ivory, gray or white) with the watermark right side up, and should not be stapled to other application materials.
- If the cover letter and resume are being sent through the mail, then they should be placed in a large manila envelope or an envelope that matches the resume paper.

Applicant Tracking Systems (ATS): You need to format your resume in an ATS-friendly manner

- Title your materials with your name and targeted title: "LastName_Position"
- Remove unique headings and stick to common resume headings like Summary, Experience, Education and Skills.
- Remove images, columns, tables, fields, text boxes and graphics so the ATS can quickly scan your text for keywords and phrases. The ATS may not be able to read data placed in images, tables, and text boxes, so it's best to avoid them altogether.
- Remove special characters and avoid creative or fancy bullets that are often illegible to an ATS scanner.
- Avoid special fonts, font treatments and colors. Stick to fonts such as Arial, Georgia, Impact, Courier, Lucinda, Tahoma or Trebuchet, and only use black color. Avoid underlining words, which can mess up the legibility of lower case letters such a g, j or y.
- Avoid templates, which are a combination of fields and tables and can confuse ATS systems. Also, avoid page numbers.
- When writing your employment history, present the information for each employer in the same order, i.e., company name, title, city, state, and date, and in reverse chronological order. List the names of your employers first, then the dates you worked there.
- Include contact information in the body of your resume, not in the header or footer.
- Save your materials as a basic word doc (.doc) or .txt file.

Resume Checklist adapted by University of Portland Career Center: www.up.edu/career