/ Resume Checklist

Recruiters Are Like Snowflakes

At first glance, recruiters may appear identical, but upon closer examination, subtle differences become apparent. Each company adheres to a standard set of criteria that recruiters utilize when screening applicants, encompassing factors like GPA minimums, software proficiency, and specific program accreditations. However, beyond these standard criteria, most recruiters possess unique preferences to distinguish among candidates with similar academic and professional backgrounds. Subjective evaluations are made based on factors like resume formatting, the depth of experience section, and the compelling nature of your summary. Furthermore, these preferences can vary significantly from one industry to another.

The following checklist offers general guidelines, but the responsibility lies with you to ensure your resume reflects the precise standards and nuances expected in your target industry. By tailoring your resume to match the specific requirements and preferences of each employer, you will stand out as a candidate well-aligned with their vision, increasing your chances of securing the coveted opportunities in your desired field.

First Steps

- Explore the "Build Your Resume" section on careerservices.wvutech.edu to find a template that works for you.
- Utilize the samples by downloading them as a Word document.
- Once complete, compare your resume to the checklist below to ensure that is meets the criteria for an effective resume.
- After your resume is complete, have it reviewed by Career Development by scheduling an appointment by by emailing techcareerservices@mail.wvu.edu or visiting https://bit.ly/Susan_Wood.

Checklist

/ General Resume Guidelines

- ☐ A resume is a marketing tool, not a complete job history. Include only the items that will help you get the job you want. Leave off unnecessary information. Try to target your resume to a specific position or industry.
- ☐ Your resume should be one to two full pages in length, but preferable one full page.
- ☐ Your document should look balanced, pleasing to the eye, and easy to read.
- ☐ Your resume format (bolding, italics, etc.) must be consistent throughout your document.
- ☐ The body text font size should be between 10pt and 12pt.
- ☐ Use consistent and proper punctuation.
- ☐ It is not necessary to include a list of professional references or the statement, "References Available Upon Request." Your reference list should be a separate document.
- ☐ Run a spell check AND proofread carefully. Have at least two additional people review your resume.

/ Contact Information

- ☐ Name: Make it the largest font on your resume so your name stands out. Your contact information should be smaller than your name.
- ☐ Address: Include only the City and State where you're located.

- ☐ Phone number: List the one phone number where you are most easily reached. Be sure your voicemail is professional.
- ☐ Email address: Use a professional email address, such as firstname.lastname@gmail.com. Avoid inappropriate prefixes, such as loveablegoldenbear@gmail.com.
- ☐ Only include the URL of your website if the content is relevant and appropriate for employer viewing.
- ☐ You may want to include a statement at the bottom of your contact information that lets the reader know that you have a professional portfolio or LinkedIn profile to review/share.

/ Objective
An objective is optional but can be used if you are applying to a position where you have little experience or where you want a recruiter to know why you want a job that may not obviously align with your experience.
- ☐ Keep your objective short and concise.
- ☐ Avoid phrases that give the impression you are only interested in the role to benefit your own career, for example, "to find a job that will help me grow as a professional."
- ☐ Eliminate personal pronouns such as "I" and "me" from your objective and in your resume.

/ Education
- ☐ List degrees in reverse chronological order (most recent listed first).
- ☐ Spell out names of degrees (i.e. "Bachelor of Science", not "BS").
- ☐ Emphasize your university by placing it before your degree and in bold.
- ☐ Include the city and state after the institution name (there is no need to include the zip code).
- ☐ List the month and year of your graduation. (i.e. if you are graduating in May 2027, write "Expected May 2027").
- ☐ Include your GPA if it is 3.0 or above or if specified in the job posting, and use "GPA," not "G.P.A." Round the number up (i.e. 3.25 not 3.249). If your GPA is between a 2.7 and 2.9, you might want to include it depending on the requirements of your target job.
- ☐ If you have completed a study abroad experience, include it in the education section.
- ☐ If you financed your education, indicated so. For example, "Maintained a 3.5 GPA while working part-time to pay 75% of college expenses."

/ Experience
- ☐ List your experience beginning with the most recent position (reverse chronological order).
- ☐ Include full-time and part-time jobs, paid/unpaid internships or practicums, and volunteer work and leadership roles, especially if it is related to your desired job.
- ☐ Use bold print and/or italics to highlight your job title and company/organization name. These should remain consistent throughout the resume.
- ☐ Include city and state for employer location, not the complete address.
- ☐ When listing dates, you may include the month and year, semester and year, or just the year of employment, but be consistent throughout with the format. It is not necessary to include exact dates.
- ☐ Do not include information such as salary, supervisor's name, etc. unless the job application specifically asks for this information to be on the resume (example: federal positions).
- ☐ List job descriptions/duties using bullet points instead of writing them in paragraph form.
- ☐ Use strong action words (e.g. coordinated, managed, cultivated) to describe your work experience. Avoid passive phrases such as "responsible for" and "duties included." Eliminate personal pronouns (I, me, we) and articles (a, an, the).
- ☐ Use appropriate verb tense. Use present tense action words to describe present employment experience and past tense action words to describe past employment experiences.

- ☐ Include numbers to quantify experience where possible. For example, number of employees supervised, dollar amount of budget managed, number of workshops taught, or projects coordinated, dollar amount saved by your efforts.
- ☐ Focus on your accomplishments/results and how you were valuable to past employers instead of your responsibilities. For example, instead of "*Responsibilities included implementation of policies and procedures, training of new employees, interfacing with subordinates and vendors,*" try "*Worked with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 18 new employees, 11 of whom were rapidly promoted.*"
- ☐ When crafting your job summary bullets, utilize keywords from the job description to increase your chances of being passed through the applicant tracking system.

/ Skills

- ☐ Include relevant computer and programming skills and name the software programs in which you are proficient.
- ☐ Include language skills if applicable. (Non-native English speakers should not include English as it is assumed).

/ Additional Categories

You may also include some of the following categories if it will make your resume more marketable to potential employers:

- ☐ Honors/Awards
- ☐ Relevant Experience
- ☐ Leadership Experience
- ☐ Intercollegiate Sports Experience
- ☐ Extracurricular Activities
- ☐ Volunteer Work/Community Service
- ☐ Certifications/Licenses
- ☐ Course Projects
- ☐ Research
- ☐ Publications
- ☐ Presentations