

# RÉSUMÉ CHECKLIST

## CONTACT INFORMATION

- First and last name, current mailing address, phone number, and a professional email address are included
- Personal information such as gender identity, age, race, or marital status is not included

## EDUCATION

- The name of the university and the location is included (e.g. Montana State University Billings, Billings, MT) with the current or most recent degree program listed first
- Degree is listed using its official name (e.g. Bachelor of Science, Bachelor of Arts) with majors, minors, and/or specific concentrations listed
- Graduation month and year (if a future graduation date, list expected) are listed

## EXPERIENCE

- Includes relevant employment, internships, volunteer work, and extracurricular activities
- Listings include the employer or organization name, location, position title, and dates of employment
- Bullet points are used to list job duties and accomplishments and begin with strong action verbs

## SPELLING & GRAMMAR

- All words are spelled and used correctly
- Punctuation is properly used, exclamation points are not used.
- All verbs are first person and in the correct tense (current jobs and duties are in the present tense, past jobs or completed duties are in the past tense)
- Had been proofread thoroughly (do not rely on an automatic spelling and grammar check)

## FORMATTING

- Spacing, font size, font formatting (bold, italics, capitalizations) have been applied consistently
- Margins are appropriately sized (.5" - 1") and there is a balance between white space and text
- Font is a between 10pt and 12pt and a standard font
- Resume is no longer than 1 page

## OTHER

- Bullet points are specific and answer “What did I do? Why did I do it? What was the result?”
- Skill-based rather than task-based
- Sections are organized based on relevance and material is in reverse chronological order within section
- References have been contacted and have agreed to serve as a reference

## CONTACT ADVISING & CAREER SERVICES

### Office Locations

1st Floor McMullen Hall

Library Room 100

### Phone

(406) 657-2240

(406) 657-2168

### Email

[advising@msubillings.edu](mailto:advising@msubillings.edu)

[careers@msubillings.edu](mailto:careers@msubillings.edu)

# SAMPLE RÉSUMÉ

**Firstname Lastname**  
1500 University Dr.  
Billings, MT 59101  
(406) 657-2168  
firstname.lastname@gmail.com

## OBJECTIVE:

Write a short line describing the goal of this résumé

*Example: To utilize my Transfiguration degree in a challenging position*

## EDUCATION:

Montana State University Billings

Type of Degree, Major

*Example: Bachelor of Science, Mass Communication*

Anticipated Graduation: May 2014

Cumulative GPA: 3.5

## RELEVANT COURSEWORK:

- List 4-6 courses relevant to job
- Example: Defense against Dark Arts
- This proves you are capable
- Charms

## WORK EXPERIENCE:

*Job Title Here*, Company Name

Billings, MT

Month and Date worked

- List job duties in bullet points starting with strong verbs, no complete sentences
- Put current job in present tense, prior jobs in past tense
- Show how your actions generated results for employer

*Deputy Head*, Dept. of Magical Law Enforcement

Billings, MT

April 2012-Present

- Pursue and arrest fugitive wizards
- Implemented computer-based fugitive tracking system, resulting in 215% increase in violent offender arrests in 2013

## ACTIVITIES/HONORS:

Title, Organization Name

Dates involved

## COMPUTER SKILLS:

Proficient in Microsoft Office, Adobe InDesign, Wordpress, Python, O.W.L.

## REFERENCES:

Full Name, Title

Company Name

City, State

Phone Number

[email@email.com](mailto:email@email.com)

Percy Weasley, Manager

Ministry of Magic

Billings, MT

406-555-3212

[pweasley@ministry.owl](mailto:pweasley@ministry.owl)

Harry Potter, Auror

Ministry of Magic

Billings, MT

406-555-6854

[potter@ministry.owl](mailto:potter@ministry.owl)

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