

Resume Checklist and Sample

1. Opening Section

- a. Your name, address (school and/or home), telephone number, and e-mail address.
- b. Job and/or career objective (short and long-term goals).
- c. Summary of basic qualifications (acquired knowledge, training, talents, personal qualities, what you can offer this employer).

2. Education

- a. Advanced schooling beyond high school, including military – school names and locations, dates attended, degrees, and certificates (include high school if no advanced schooling has been pursued).
- b. Major, significant, pertinent courses; academic honors; grade-point average, if high; special skills; significant speeches, research, and reports.
- c. Positions, such as class assistant, grader, or research assistant to instructor (these could also be under “Work Experience”).

3. Work Experience

- a. Employer names, locations, and dates of employments (beginning and ending month and year) in reverse chronological order, titles and positions held, supervisory positions and number of people supervised, specific accomplishments.
- b. Volunteer work, research, tutoring, publications, etc.

4. Achievements, Awards, Service Activities

- a. School and community memberships, offices held, honors, publications.
- b. Travel, languages, self-support, other facts.

5. Personal Data – Optional (unless job requires it or state law forbids it).

- a. Age, health, military service, hobbies.
- b. Date of availability.

6. References – Usually provided “upon request.”

- a. Include at least three people not related to you whose experience with you relates in some way to the job for which you are applying.
- b. Include references’ names, addresses, phone numbers, occupations, and relationships to you.
- c. Be sure to obtain permission from references before including them on the list.

YOUR NAME HERE

- Phone number • e-Mail address • Street address, city, state zip code

OBJECTIVE

- What are you looking for in a job and/or career? Be specific towards the type of job or company being applied for.

EXPERIENCE

- Company name, position title, dates employed, city and state
 - Job responsibility #1
 - Job responsibility #2
 - Job responsibility #3

Repeat for as many work experiences as are relevant.

EDUCATION

- Name of school, city and state, years attended
 - Degree received
 - Special honors (summa cum laude, valedictorian, etc.)

Repeat for as many degrees or schools as are relevant.

SKILLS AND TRAINING

- List any special skills or training received which are relevant

INTERESTS

- List personal interests and hobbies which may be relevant

REFERENCES

- References available upon request.