

## CONTACT INFORMATION

- ☐ Your first and last name, phone number, and a professional email address are included.
- ☐ Some employers prefer including a mailing address while others indicate it is not needed. If there are no other documents being submitted when applying for the job, such as an application where you indicate your mailing address, it is recommended to include your mailing address on the résumé.
- ☐ Photos and personal information, such as gender identity, age, race, or marital status, are 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 are listed; preface with “expected” or “anticipated” if it’s a future graduation date.
- ☐ Once you are a college student, there is no need to include your high school education. Likewise, you do not need to include attendance at another institution if you did not earn a degree from that institution.

## EXPERIENCE

- ☐ Résumé 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, and past jobs or completed duties are in the past tense.
- ☐ Résumé has been thoroughly proofread thoroughly; do not rely on an automatic spelling and grammar check.

## FORMATTING

- ☐ Spacing, font, and formatting (size, bold, italics, capitalizations) have been applied consistently.
- ☐ Margins are appropriately sized (.5” - 1”).
- ☐ There is a balance between white space and text.
- ☐ The font size is between 10 pt and 12 pt and is a standard, easy-to-read font style.
- ☐ The résumé is preferably one page. If it wraps to a second page, the most important information is on the first page.

## OTHER

- ☐ Bullet points are specific and answer “What did I do? Why did I do it? What was the result?”
- ☐ Bullet points are 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.

# Sample Résumé

## Your Name

Phone Number | Email Address | Mailing Address

### Objective

Concise statement highlighting your background and qualifications and the type of position and work environment you desire

### Education

DEGREE  
School Name • City, State

Anticipated Date

DEGREE  
School Name • City, State

Date

### Relevant Experience

JOB TITLE  
Company Name • City, State

Date – Present

- Key responsibilities and duties using action verbs in the present tense
- Key responsibilities and duties using keywords from the job description
- Achievements

JOB TITLE  
Company Name • City, State

Date – Date

- Key responsibilities and duties using action verbs in the past tense
- Key responsibilities and duties using keywords from the job description
- Achievements

JOB TITLE  
Company Name • City, State

Date – Date

- Key responsibilities and duties using action verbs in the past tense
- Key responsibilities and duties using keywords from the job description
- Achievements

### Professional Skills

Technical Skill • Technical Skill • Technical Skill • Language Fluency • Computer Skills •  
Communication Skills • Strength • Strength • Work Ethic

### Related Coursework

Name of Class • Name of Class • Name of Class • Name of Class • Name of Class

Search for MSUB Career & Employment Services on Social Media



MSUB Career & Employment Services  
[facebook.com/MSUBCareerandEmployment](https://facebook.com/MSUBCareerandEmployment)



@MSUBcareers  
[twitter.com/MSUBcareers](https://twitter.com/MSUBcareers)



MSUB C&ES  
[instagram.com/msub\\_careers/](https://instagram.com/msub_careers/)



Career & Employment Services MSU Billings  
[linkedin.com/in/msubcareers/](https://linkedin.com/in/msubcareers/)