Resume Checklist

General Tips

__ 1 page is recommended, but do not be afraid of using 2

__ Do not use personal pronouns such as me, my, and I.

__ Consistent in format; regarding things such as periods to end bullet points, how dates are listed, font style & size, margins, section headings, indentations, etc...

__ Use bullet points to describe experiences, volunteer work, clubs, or sports

__ Use font size 10-12 for bullet points, 10-14 for section headings, 18-30 for your name

__ Check for spelling errors, remove u   m!