

Résumé Readiness Checklist

What to Put in a Résumé

Full Name

Contact Information (minimum: email, telephone, city, state) Job Title or Career Designation

Candidate summary introduction

Experience and Job History

Locations - City, State, Types of Employment

Qualifications for Position

Education History

Achievements (if relevant to job opportunity)

Outcomes (relevant to job opportunity)

Dates - Fill all gaps in employment history if possible

How to Format a Résumé

Clear and concise

Top half of first page - used to summarize and draw interest.

1. List name and contact information.
2. Add a Job Title or Description of yourself as the candidate.
3. Summarize qualifications.
4. List most recent or present employer.

Avoid graphics and tables.

Use bulleted lists and bold type for emphasis.

Avoid too many different fonts or overly styled fonts.

Avoid colored graphics and colored fonts.

For electronic distribution use MS Word or PDF formats only.

For printed versions use plain paper or simple resume paper.

What Not to Put in a Résumé

Personal Information

Irrelevant Details Not Applicable to the Position

Personal Experiences or Hobbies Not Related to the Job Function References More Than 10-12 Years of Job History, unless at the same job for longer, or need experience depth in résumé

Guidelines for Distributing a Résumé

Send or hand to people who request a copy.

Avoid sending to people who have not requested a copy.

Apply to jobs using your résumé

Post at relevant job sites if appropriate

Use caution giving out personal information to people that you do not know.