

# RESUME CHECKLIST

CAREER AND LEADERSHIP  
DEVELOPMENT CENTER

## BASIC CRITERIA FOR A RESUME

- Resume is at least one full page
- Contact information at the top of the resume includes name, email, and phone
- Fonts are professional and easy-to-read in 10-12 point font
- All format elements are consistent throughout the document including fonts, bolding, italicizing, and use of capitals
- All work experiences include a description of accomplishments, transferable skills, or relevant job duties
- Begin each bullet point with an action verb in the appropriate tense. If the experience has concluded, it should be written in the past tense
- All work experiences list the organization name, your title, location, and start and end dates
- List the formal title of your degree (e.g. Bachelor of Arts in History) and the date you did or will graduate (e.g. May 2020)

## UPLOAD YOUR RESUME TO HANDSHAKE

1. Log into your HANDSHAKE account using your OHIO ID and password
2. Click on your name in the upper right hand corner
3. Select *documents*
4. Upload your resume from your computer

## PRO-LEVEL TIPS

- Customize your resume to a specific job or internship posting
- Focus on highlighting transferable skills to the job you are seeking
- Put your most relevant content to a job of interest closer to the top of the document
- Quantify accomplishments by including numbers
- Convert your document to a PDF before uploading to prevent an extra blank page
- Remove all high school information from your resume after your first year at OHIO
- Make your name the largest text on the resume
- Lists the university's name and location in the education section
- Avoid any pronoun use in the document
- Do not use periods at the end of bullet points
- List your GPA only if it is above a 3.0

## PROFESSIONAL EXPERIENCE TEMPLATE

**Organization/Company Name**, City, State  
Title

**Month Year - Month Year**

- Write a concise, bulleted list of accomplishments and transferrable skills you developed from this position that will benefit your potential new employer
- Start bullets with action verbs (e.g., facilitated, administered, supervised) written in a consistent tense; past tense for positions that have concluded, present for current positions
- Quantify results when possible (e.g., Wrote internal communications newsletter monthly for 100+ employees)
- Highlight an accomplishment and the value it added (e.g., Gathered more than 2500 photos and produced 60K impressions and 15K engagements through company social media channels)



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