UNIVERSITY OF ARKANSAS
STUDENT AFFAIRS

Career Development Center

BASIC RESUME REVIEW CHECKLIST

Use this document as a guide to ensure you have included all relevant information in your resume.

- Draft a resume following examples on our resume website at http://career.uark.edu/students/resume/#resume
- After you develop a draft resume, use the following checklist to determine if your resume meets the basic criteria.

AREA	Yes	No	N/A	Your resume should meet the following criteria:
Before you begin				Start with a word or google document. Do not use Word-generated templates. Do not use Canva or Photoshop. Documents from these programs cannot be read by an Applicant Tracking System.
Overall Style and Appearance				Are margins at least ½ inch on all sides, but no more than 1 inch?
				If the resume is over one page in length, do the following pages have the name and page number listed? *(one page is recommended for undergraduate students)*
Font				Does the font size vary appropriately for headings and text? *(no more than 2 fonts and/or sizes used)*
				Is the selected font easy to read? *(suggested: Arial, Times Roman, Calibri)*
				Are the font sizes for text between 10 and 12 points, and are they used consistently throughout the resume?
				Do the font styles (bold, italics, or underline) highlight important information without being overused?
				Are the font styles (bold, italics, or underline) used consistently?
				Are the section headings easy to identify and spaced evenly?
Section Headings				Is your name included on the resume and does it stand out?
				Are the sections organized in order of relevance? *(most relevant info should be in top half of resume)*
				Is there enough information within each section to substantiate the need for a heading? *(at least 2 experiences per heading)*
				Is there appropriate space between each section?
				Is the content of each section single spaced?
				Is information organized so it can be quickly skimmed? *(employers can spend as little as 30 seconds on a resume!)*
Contact Information				Is there one phone number listed in the resume?
				Is the email address listed on the resume professional?
				Is there at least one address listed on the resume? (full address is optional, but it must include city, state at minimum)
				If you have a professional web presence, it can be listed here. *(think LinkedIn or a portfolio)*
Content				Is information provided relevant to the major or career interest area?
				In the information introduced by a bullet point in short phrases, not sentences?
				Is information listed in reverse chronological order?
				Does the content focus on current information, activities, and experiences?
				Does the content include industry buzzwords and keywords from the job description?
				Resume does not contain any personal or potentially discriminating data *(Social Security Number, photo, race or ethnicity, gender, disability status, or anything else protected under the Americans with Disabilities Act)*
Notes:				

Grammar, Vocabulary, and Mechanics				Do descriptive phrases begin with action verbs?
				Are action verbs in the correct tense? *(past experiences should be in past tense, current in current tense)*
				Is the resume free of errors in English grammar, vocabulary and spelling?
				Is first person language avoided? *(for example: I, we, me, us, my/mine, our/ours)*
				Is the resume free of punctuation errors and consistent format is used for punctuation at the end of phrases?
Summary of Skills (Optional)				Does the summary highlight unique attributes or specific skills candidate can provide to employer?
				Does it provide supporting evidence of skills and/or experiences?
Education Section				Is the institution listed as University of Arkansas,*(comma)* Fayetteville, AR? *(Not correct: University of Arkansas – (dash) Fayetteville)*
				Is the graduation date (month and year) included?
				Is the degree listed as found on your degree audit? *For example: Bachelor of Science in major or Bachelor of Arts in major.*
				Are majors, minors, and/or concentrations listed as found on your degree audit?
				Is the overall GPA included (if 3.0+)?
				(Optional to include) Is the major GPA included (if 3.0+)?
Career, Work, Internship, Student Teaching, Field, Or Clinical Experiences				Does each entry include a job title?
				Does each entry include the name of the organization or employer? *(no acronyms)*
				Does each entry include the location of the organization (city and state)?
				Does each entry include the dates (month and year) of experience?
				If the job is not obvious, does the entry include 3-5 relevant responsibilities, tasks, special projects, or accomplishments to describe the job? *(do not just list routine duties and tasks)*
				Are the responsibilities formatted in a bulleted list? *(each experience should have 2-6 bullets)*
				Does each phrase in the list begin with an action verb in the correct tense?
				Are numbers, data, dollar amounts, or percentages used to quantify job duties and results (if applicable)?
				Does each job entry include the average number of hours worked per week? *(this is optional)*
				(Optional to include) Do tasks coincide with O*Net descriptions? You can find these at www.onetonline.org.
Honors, Awards or Scholarships				If honors or awards are listed, does the list start with most recent honor or award first and continue in reverse chronological order?
				Does each item include year that honor or award was received?
				If a scholarship is listed, is the amount received included?
University and/or Community Activities				Are career-related activities listed first?
				Is the list in reverse chronological order?
				Does each entry include the name of the organization?
				Is each organization's name written out and easy to identify (no abbreviations)?
				Does each entry include the dates of involvement (month and year or semester and year)?
				Does each entry include leadership roles held within organization (if applicable)?
Notes:				

Possible sections to include, depending on your academic program, career goal, or intended use for your resume:

Technology Skills, Research, Presentations, Leadership, Languages, Certifications, Professional Associations, Professional Development or Continuing Education, Study Abroad, Volunteer Experience, Related Coursework

8/2022 – Adapted from Clarion – PennWest University