Personal Resume Checklist:

**Contact Information**:

* **Name**. Use a font size larger than the largest font on the resume so it stands out. The rest of your contact information can be in a smaller font size.
* Your current **mailing address**.
* Home **phone number**. (Be sure to have an answering machine with a professional message.)
* **E-mail address**. Many employers make contact through e-mail, and you need to appear to be computer literate. If needed, change your user name to make it more professional.
* URL of your web site. That is if you have one and **only** if the content is appropriate for employer viewing.
* Remove any automatic hyperlinks on your e-mail address and URL so that it isn’t blue and underlined.

## Objective

* Keep your objective **short and concise** by simply stating the industry and/or job title and the company name (for example, “To obtain a position as an assistant account manager with IBM”).
* **Eliminate personal pronouns** such as “I” and “my” from your objective (and from the resume).

## Education

* List degrees in reverse chronological order (most recent listed first).
* **Spell out** degrees (i.e. “Bachelor of Science in [your major]”, not “BS”).
* Emphasize your degree by placing it **before** your university and in bold.
* **UNCP should read:**  “The University of North Carolina at Pembroke.”
* Include the **city and state** after the institution name for location (there is no need to include the zip code).
* List the **month and year** of your graduation. Do **not** put “expected” or “projected” graduation (i.e. if you are graduating in May 2005, put “May 2005”).
* Include GPA if it is a 3.0 or above, and use “GPA” (not “G.P.A.”). Round the number off (i.e. 3.25, not 3.249).
* Do **not** include any high school information on the resume.
* If you financed your education personally, say so. For example, “Maintained 3.5 GPA while working full-time to pay 75% of tuition.”

## Experience

* List your experience, starting with the most recent position (reverse chronological order).
* Include full and part-time jobs, paid or unpaid internships or practica, and volunteer work, especially if it is related to your desired job.
* List your **job title** in bold **before** the company/organization name for emphasis.
* Include city and state **only** for employer location, **not** the complete address.
* Include the **month and year** of employment, **not** exact dates.
* Do **not** include unnecessary information such as supervisor’s name, salary, type of job, etc.
* List job descriptions/duties with **bullets** instead of writing them in paragraph form.
* Use **strong action words** to describe what you did in your past jobs (**avoid** passive phrases such as “responsible for” and “duties included”).
* Use appropriate **verb tense**. Use present tense action words to describe present employment experience and past tense action words to describe past employment experience.
* Include numbers to **quantify** experience where possible. For example, # of employees supervised, $ amount of budget managed, # of workshops taught or projects coordinated, $ amount saved by your ingenuity, etc.
* Focus on what you **accomplished** and how you were **valuable** to past employers, **not** on your responsibilities. For example, **instead of** “Responsibilities included implementation of policies and procedures, training of new employees, interfacing with subordinates and vendors,” **try** “Worked with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees, five were rapidly promoted.”

## Skills

* Include **computer skills** and name the software programs in which you are proficient.
* Include **transferable** skills (**see Skills Checklist**).
* Include language skills if applicable. (Non-native English speakers should **not** include English since this is assumed.)

# Optional Categories

Include some of the following categories in addition to those listed above as applicable:

* Honors/Awards
* Extracurricular Activities
* Volunteer Experience or Community Service
* Certifications/Licenses
* Course Projects
* Research
* Publications
* Presentations

# General Guidelines

* A resume is a marketing tool, **not** a complete job history. Include **only** the items that will help you get the job you want. Leave off anything that won't.
* Your resume should be **one to two *full* pages** in length. A couple of lines hanging over at the top of a page can usually be moved to the previous page.
* Your document should look **balanced**, be pleasing to the eye, and be **easy to read**.
* Your resume format (bolding, italics, etc.) **must be consistent** throughout your document.
* The body text should not be too small (**no less than 10 pt.**) or too large (**no more than 12 pt.**).
* Do **not** use personal pronouns like “me” and “I.” (Example: Instead of "I supervised…" simply say "Supervised…").
* Use consistent and **proper punctuation**.
* Do **not** include a list of professional references. References are a **separate** document in the same format as your resume.
* Include a statement at the bottom of your resume that refers to the availability of your references or a professional portfolio for review.
* Run a **spell check** and **proofread** carefully. Have friends, family, and references read the resume to help you with editing and proofing.

Elemental Resume Required Components:

* Element name
* Atomic number
* Atomic symbol
* Atomic mass with units
* Number of protons, electrons, neutrons,
* Discovery/ First produced
* Who discovered/ first produced
* Where can it be concurrently found
* How it is used and 5 common uses
* Chemical/physical properties
* Group/Family
* Metallic, electronegativity, radius, ionization, electron affinity