

## 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