

# DEFIANCE COLLEGE RESUME CHECKLIST

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If you want to post your resume on CollegeCentral.Com, our online recruitment system, it must be reviewed and approved by the Career Development Office. The following checklist will help you develop a resume that will meet **minimum** standards. Students are encouraged to use OptimalResume and the other resources on our website to develop resumes which exceed the minimum standards. If you have questions about this checklist, please contact us.

## SUGGESTED RESUME FORMAT

### Contact Information:

- Name.** Use a font size larger than the largest font in the resume so it stands out. The rest of your contact information can be in the smaller font size.
- Your current **mailing address**.
- Phone number.** Be sure your voicemail message sounds professional.
- E-mail address.** Avoid using “cute” or inappropriate email usernames.
- 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.

### Objective (optional)

- Keep your objective **short and concise** by simply stating the industry and/or job title and the company name (for example, “Seeking position as credit analyst with First Federal Bank”).
- Eliminate personal pronouns** such as “I” and “my” from your objective.

### 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.
- Include the **city and state** after the institution name (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).
- If you financed your education, say so. For example, “Maintained a 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.
- When listing dates, you can include the **month and year, semester and year, or just the 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”). **Eliminate personal pronouns** from your descriptions.
- 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.
- ❑ Focus on what you **accomplished/your results** 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, 5 of whom were rapidly promoted."

### Skills

- ❑ Include **computer** skills and name the software programs in which you are proficient.
- ❑ Include **transferable** skills such as communication skills, problem solving/analytic skills, etc.
- ❑ Include language skills if applicable. (Non-native English speakers should **not** include English since this is assumed.)

### ADDITIONAL CATEGORIES

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

- ❑ Honors/Awards
- ❑ Extracurricular Activities
- ❑ Volunteer Work 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. Try to **target** your resume to a specific position or industry.
- ❑ Your resume should be **one to two full pages** in length, but preferably only one full 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. This should be a **separate** document in the same format as your resume.
- ❑ Run a **spell check** and **proofread** carefully.

*For more information on resumes, go to the Career Development website at [http://www.defiance.edu/pages/SL\\_career.html](http://www.defiance.edu/pages/SL_career.html).*