

RESUME CHECKLIST

FORMATTING

- Use an original format, not a template
- Margins: Side margins: 0.63-1 inch. Top/Bottom margins: 0.63 or 1 inch.
- Length: 1-2 pages
- Fonts: Size 10-12 pts. No more than two easy-to-read fonts
- Use consistent formatting throughout, including font, **bold/italics**, punctuation, dates, line spacing, and bullet styles
- Design with white space – enough to improve readability, but not so much that it looks sparse
- Emphasize major headings, use **bold** appropriately and consistently
- Use color and graphics strategically to draw the eye to critical information, understanding that content in graphics may not be scored by Applicant Tracking Systems

COMMON MISTAKES

- Resume inflation – Lack of honesty instantly disqualifies candidates when discovered
- Spelling and grammar errors
- Lack of accomplishments or evidence of skills
- Irrelevant information – shows lack of focus
- In the USA, do not include:
 - Personal information: age, marital status, religion, or political affiliation
 - Photos
 - References available upon request
 - Pronouns: I, me, my, we, etc.

SECTIONS TO INCLUDE: THE BASICS

The header, education, and experience sections are the staples of every resume.

Header / Contact Information

- This section is in the largest print: 16 – 20 pts.
- Full name. Add a “nick name” if you are known by a different name
- Phone number and email address
- City and state (or country) – Mailing address is optional
- LinkedIn or personal website/portfolio (optional)

Education

- All Degrees with most recent first, including:
 - College/University: full name (Georgia Institute of Technology), city, and state (or country)
 - Year the degree was earned. If not yet complete, list as: Expected May 2040
 - GPA. Optional, but needs to be listed for all degrees or none
- Licenses and certifications (EIT, Six Sigma, Secret Clearance) can be included here or in a separate section
- Consulting firms want standardized scores from GRE, GMAT, LSAT, etc.

Experience

- List positions reverse chronological order starting with current position
- Include experience relevant to posting, including full or part-time jobs, Graduate Research Assistant, Teaching Assistant, internships

- Include for each job:
 - Organization/employer name (no abbreviations), city, and state (or country)
 - Job title
 - If the organization is an unknown or a startup, consider providing a brief description under the job title
 - Bullets that describe your experiences and provide evidence of the skills required by the position/organization
 - Begin each bullet with an action verb (see Power Words list below)
 - Describe why your accomplishment was useful or important
 - Quantify the results as much as possible
 - Example: “Developed a new process to solve a critical problem, which resulted in a 50% increase in productivity”
 - Keep text brief for quick reading, removing adjectives and generic phrases
 - Text does not have to be in complete sentences

ADDITIONAL SECTIONS: INCLUDE AS NEEDED

Summary statement – Presents highlights of your experience in a high-impact statement.

- Best when applying for a specific job as it shows what they stand to gain by hiring you
 - Three to five lines in length, showcasing 4-5 skills
 - Provide evidence of the skills required by the position/organization
 - Indicate what you accomplished: made, created, saved, increased

Objective statement – Indicates what type of position you are seeking.

- Objectives are only recommended for a CareerFair or a general online system where recruiters look through resumes that are not associated with a specific job.

Related Experience – If you have additional relevant experience you can list it here. Classroom projects can be included, but only until you obtain your first full-time professional position.

Leadership and/or Volunteer Experience – Highlight relevant campus, community, and service activities and accomplishments. List as you would in experience section.

Honors and Awards – Include only major awards like an NSF or President's fellowship.

Skills – A list of your technical skills. Include languages that add value or illustrate your ability to adapt but do not quantify as expert, novice, etc.

Publications and Patents – These are more common on a CV than a resume, but can be included for highly research-oriented positions. Use the citation/bibliographic style of your field and only include publications that are accepted for publication.

Professional Organizations/Affiliations – List your professional memberships here.

FINAL CHECKS

- Did you provide evidence of the skills required by the job posting? Were you persuasive?
- Check for key words on <https://www.jobscan.co/>
- Is your formatting consistent?
- Did you check for spelling and grammar errors?

RESOURCES

- On campus – the [Center for Career Discovery and Development](#) and the [Communication Center](#) provide workshops and one-on-one consultations
- [Online career resources](#) – check Optimal Resume and VersatilePhD for sample resumes

POWER WORDS

General	Technical	Research	Helping	Creative	Communication	Administrative	Teaching
accomplished achieved adapted adhered allocated appraised arbitrated arranged articulated assured augmented collected communicated composed conceptualized conserved contributed coordinated demonstrated dispensed evaluated executed facilitated forecast founded governed guided illustrated improved increased initiated integrated interpreted invented launched led navigated optimized organized originated overhauled performed prioritized promoted proposed reconciled rectified re modeled repaired reshaped retrieved solved stimulated streamlined strengthened trained upgraded validated won	analyzed broadened charted classified communicated compiled computed conceived conducted coordinated designed detected developed devised drafted programmed published reconstructed reduced researched edited educated eliminated evaluated excelled expanded expedited fabricated facilitated forecast formed generated improved increased inspected installed restore revamped streamlined supplemented surveyed instituted integrated interfaced launched lectured maintained marketed mastered modified molded operated packaged pioneered prepared processed systematized trained upgraded wrote	acquired bred clarified collected controlled critiqued cultivated developed diagnosed displayed distributed ensured evaluated examined exported extracted handled harvested identified imported inspected interpreted interviewed investigated maintained manufactured marketed organized planted prepared processed produced propagated raised researched reviewed sold summarized supplied surveyed sustained systematized tended	advanced advised aided arbitrated assisted attended augmented balanced backed braced boosted clarified collaborated consoled contributed counseled comforted consulted demonstrated diagnosed encouraged expedited facilitated familiarized fostered furthered guided helped instilled liaised mentored ministered negotiated nourished nursed nurtured obliged optimized promoted provided reassured reclaimed rectified redeemed reeducated referred reformed rehabilitated repaired represented served settled supported supplies stabilized streamlined translated treated tutored unified	acted conceptualized created aided designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	adhered administered allocated applied appropriated assisted assured attained awarded balanced budgeted built charted completed contributed coordinated cut defined determined dispensed distributed documented drafted enacted enlarged evaluated examined executed followed up formalized formulated hired identified implemented improved installed instituted justified liaised maintained managed guided operated ordered organized packaged planned prepared prescribed processed provided recorded repaired reshaped resolved scheduled screened secured solved started	adapted advised answered apprised augmented briefed built certified chaired charted clarified coached collaborated communicated conducted coordinated delegated delivered demonstrated designed developed directed dispensed distributed educated effected empowered enabled enacted enlarged expanded facilitated fomented formulated generated grouped guided harmonized implemented influenced informed initiated innovated installed instituted instructed integrated listened originated persuaded presented responded revolutionized set goals stimulated summarized trained translated
				Leadership created coached delegated directed drove enabled encouraged enforced established guided inspired initiated led managed mentored nurtured orchestrated organized shaped steered supervised			