Community College of Vermont
Resume Checklist

Required Content

- ☐ **Contact information:** includes name, address, phone number, and e-mail. Make sure your email address and voicemail are clean. This should be positioned at the top of the page.

- ☐ **Education:** degree title, name of institution, city, state, and graduation date in the first line.
    a. **Optional bullets underneath:** GPA if over 3.0, honors, awards, certifications, scholarships, leadership, extra-curricular activities, study abroad, relevant coursework, school projects.

- ☐ **Relevant work experience including internships** (paid or unpaid): job title, name of employer, city, state, and dates/hours in the first line.
    a. **Bullets underneath:** description including a focus on skills, numbers, accomplishments, and results; include awards, special projects, outstanding evaluations, supervisory/training experience, and positive third-party endorsements/quotes.

Optional Content

- ☐ **Summary of qualifications or areas of expertise (optional):** snapshot of educational/work achievements and skills that connect career objective to the job (i.e. major-related and/or transferable skills, computer proficiency, foreign languages, unique licenses or certifications).

- ☐ **Other work experiences that may not be as relevant (optional):** follow the same format as the relevant work experience descriptions above.

- ☐ **Additional categories - professional affiliations/memberships, volunteer Work, interests and hobbies (optional):** when listing memberships or volunteer work, include your role, the name of the organization, city and state, dates of affiliation/service as the header and accomplishments or tasks as bullets underneath (i.e. volunteer, chairman, founder).

- ☐ **References (optional):** include three references (current and past employers, teachers, internship supervisors, coaches, mentors, etc.). May include on the resume or on a second page; obtain permission prior to listing. **For each reference:** list name, professional designations (i.e., CPA), title, organization, address (optional), preferred phone number and e-mail (if applicable). Make sure to feature your name and contact information at the top of the second page.

Appearance: format, layout, mechanics, and style

- ☐ Appealing and standard, easy-to-read font (i.e. Times New Roman, Arial, 10 - 14 point).
- ☐ Prominent headings (i.e., larger font size).
- ☐ Consistent layout features (headings, fonts, spacing, dates, alignment, balance margins).
- ☐ Demonstrates that you have proofread (correct spelling, grammar and punctuation; consistent use of verb tense; limited abbreviations).

Organization and content

- ☐ Information is tailored to field, job or internship.
- ☐ "Education" and "Experience" sections are organized in reverse chronological order with the most relevant information first.
- ☐ Language is clear and straightforward; (phrases begin with action verbs and include job-related vocabulary to convey tasks and accomplishments; avoid passive phrases and use of personal pronouns such as"I").
- ☐ Duties and achievements are described in specific, concrete terms with quantifiable, objective evidence provided whenever possible.