

# Resume Formatting Checklist

- Place **Name** big and bold at top of resume ( 16 -24 pt. font)
- Include contact information on top of resume, under name or to the side (City, State, Zip, Email, Phone)
- *Optional Section:* List **Objective** or **Summary of Qualifications** under name and contact information
  - Objective should:
    - Be Specific (include position title, company, and time frame)
  - Objective and Summary of Qualifications should:
    - Identify skills you possess (i.e., interpersonal, analytical, graphic design skills)
    - Indicate what you can offer the company, not what the company can do for you
- List **Education** after Objection or Summary of Qualifications (or after contact info in for using either)
  - List Southern Illinois University, Carbondale, Illinois
  - Include degree and major (i.e., B.B.A. Management) (degree may be listed first)
  - Include graduation date only (i.e., May 2015)
  - List cumulative and/or major GPA if 3.0 or above (\*if enrolled in an engineering or technical program, GPA is required)
  - Include study abroad if applicable
  - Only list institutions from which you received a *degree*
- *Optional Section:* List **Relevant Coursework** under Education (*if needed to fill the page*)
  - List 4 – 8 advanced courses related to position/field (list only title of the course)
- List **Experience** (Internship, Work, Leadership, etc.) sections next
  - Place in reverse chronological order (*most recent* first)
  - Include Position, Company, City/State and Dates Employed (i.e., May 2011 – July 2013)
  - List a minimum of 3 bullet points for each position
  - Begin each bullet point with an action verb in the appropriate tense
  - Use numbers to quantify information (i.e., timeframe, money, etc.)
  - Bullet points do not require periods
  - Separate categories can include:
    - Class project Experience (detail individual/group projects by providing bullet points)
    - College Activities (can provide bullet points or just list)
    - Volunteer Experience (can provide bullet points or just list)
    - Honors and Awards (include dates)
    - Computer Skills
    - Language Proficiencies
- Other Reminders:
  - Keep to one page if undergraduate, two plus pages if graduate or above
  - Don't use a template to format
  - Place dates on the right side of page
  - Stay consistent within format and layout (i.e., using italics, bolding items, etc.)
  - Use 10-12pt. traditional font (Ariel, Times New Roman, etc.) and no less than .5 margins
  - Don't include an "Interests" section, unless *finance* major
  - Tailor information to the position you are seeking and place most relevant information toward top of resume
  - Consider other categories that might specifically apply (Related Experience, Lab Techniques, etc.)
  - Do not include high school information unless first-year, related to position, or need to fill page
  - Do not list "References available upon request" (create separate reference page, use same header as resume)
  - Check for spelling/grammatical errors
  - Bring resume draft to SIU Career Services for review by a Career Advisor