



RESUME SELF CHECK

Use the checklist below to evaluate your resume. Checking elements that need attention and elements that are complete. Add comments to revisit as you make revisions.

	Excellent	Needs Attention
FORMAT/APPEARANCE		
Visually appealing (Appears clean and easy to read at first glance, not too wordy)		
Appropriate length		
Free of grammatical and spelling errors		
The resume was NOT made by a computer-based resume maker (template).		
Comments:		
HEADER		
The name is in a bigger font than the rest of the resume text		
The email has no underlining or color		
Only one address, phone, and email is listed. These are not labelled (For example: Cell:)		
Comments:		
OBJECTIVE OR <u>SUMMARY</u>		
The objective is specific		
The objective names 2-3 specific skills that will be useful for the position being sought		
OR		
The summary points are relevant to the position being sought		
The summary includes concrete information about specific accomplishments and skills		
Comments:		
EDUCATION SECTION		
The education section is placed just after the objective or summary		
The current or most recent degree/major is listed first and is worded accurately		
The actual or expected graduation date is listed (Month and Year)		
All emphases, minors, and academic certificates are listed		
If more than one degree is listed, all degrees are written in consistent format		
GPA is listed (if at least 3.0); include the scale, for example: 3.0/4.0		
Relevant coursework and/or applied coursework is listed (if appropriate)		
Comments:		
WORK EXPERIENCE SECTION		
Jobs are listed in reverse chronological (most recent to oldest) order		
Job title line is in proper order (Bolded Job Title , Company, City, State, Dates of Employment)		
High school jobs are omitted (OK for traditional freshmen to include)		
Comments:		

<u>BULLET POINTS</u>	Excellent	Needs Attention
Job duties and accomplishments are written in bulleted items (and not paragraphs)		
The content is relevant to the position being sought		
The bulleted items start with <u>action verbs</u> & pass the "I" exam		
Bulleted items are descriptive and meaningful. They demonstrate skills and accomplishments. They address what was done and 1 or more: how it was done, how well it was done, and why it was worth doing (results)		
Accomplishments are quantified when possible ("Raised more than \$2000 by...")		
Verbs are in present tense for current activities and past tense for past activities		
Both job-specific and transferrable skills are demonstrated		
Career readiness competencies are demonstrated: Critical Thinking/Problem Solving, Oral/Written Communications, Teamwork/Collaboration, Digital Technology, Leadership, Professionalism/Work Ethic, Global/Intercultural Fluency		
Comments:		
SKILLS		
Technical and language skills are listed		
Non-technical/language skills (leadership, organization, communication, etc.) are demonstrated in relevant sections and NOT listed in a skills section		
Language skill levels (fluent, conversant, familiar with) are specified		
Computer and technical fields only: Computer skills are organized into categories (Programming Languages, Platforms, Database Systems, etc.)		
Computer and technical fields only: Skills section is listed right after the education section		
Comments:		
EXTRACURRICULAR ACTIVITIES/VOLUNTEER ACTIVITIES/HONORS & AWARDS		
Activities are relevant to the position being sought		
Bulleted items highlighting skills and accomplishments are present		
Leadership positions are included		
Scholarships, honor society memberships, and academic honors are listed		
Unusual organization or award names are explained		
Comments:		

See our sample resumes: <https://www.niu.edu/CareerServices/career-resources/resumes.shtml>

