

RÉSUMÉ 101 Checklist for Success

PREPARATION

Research

- Read the job description
- Research the company department and check qualifications of the position

Engage & Strategize

- List relevant current and past experiences
- Match listed experiences to the job's description and qualifications (see: T-Chart handout)

COMPOSITION

Format – Single page!

- Avoid templates – start with a plain Word document
- Set margins to 0.5 - 1.0 inches; be consistent throughout
- Set font to size 11-12 Times New Roman or similar font

Potential Section Headings

- Heading and Contact Information
 - Your name, size 14-16 Times New Roman or similar font. Your name should be the largest font on your resume
 - Use the address that's most local: either permanent or Elon address
 - List your Elon email address and a phone number (pro tip: make sure your voicemail box is not full and that your voicemail message is professional)
- Education
 - Elon University in the top left, with month and year of graduation on the right side of the page
 - Name your degree (i.e. Bachelor of Science in Business Administration, Marketing)
 - Academic achievements (Honors, GPA if above a 3.0)
 - Study Abroad experiences (if applicable)
 - High school experience (for first year or fall-semester sophomores)
- Work Experience/ Campus Involvement
 - Professional Work Experiences relevant to the job – work, leadership, service, etc.
- Skills
 - “Hard skills” like technology and language(s)
 - Certifications
- Other things to consider – Experiences that aren't relevant to the job but are still important to you

Utilize bullet points to denote tasks, duties and accomplishments

- Use active verbs that showcase your “soft skills”

APPEARANCE & REVIEW

Check your résumé for:

- Action verbs to start each bullet point (see: Action Verb handout)
 - Use present-tense for experiences you still are participating in (i.e. your current job)
 - Use past-tense for finished experiences (i.e. former jobs)
- Grammar, syntax, spelling, and accurate dates
- Avoid repetition of information
- Connections between the job's qualifications and ways you fulfill them – tailor your document (see: T-chart handout)

- Consistent formatting, organization, balance, and flow
- Experiences listed in reverse chronological order (i.e. start with the most recent or present experience first)

MASTER RÉSUMÉS

- Brainstorm all of your experiences, write them down and keep it all in one place. When you apply to new opportunities, you can refer to your master document and pull off the experiences that make the most sense for that opportunity.
- Consider including: work or internship experiences, on and off-campus organizations, study abroad, language skills, shadowing experiences, volunteer opportunities, relevant courses, certificates and awards, research experience, presentations, leadership positions, or anything else that is relevant.

DO NOT INCLUDE

Photos: LinkedIn is a great way for you to highlight your appearance (see: LinkedIn resource)

References: These belong on a separate sheet of paper (see: References Template)

High School Experiences: If you are a second semester sophomore or older, high school is removed unless it is directly relatable to the position you are applying to.

A second, blank page to your résumé: A lot of times it is easy to forget to ensure that your résumé is only 1 page. Always double check this before sending it out.

<10 SECONDS



BE SURE TO IMPRESS
AN EMPLOYER WITH <10
SECOND SCAN.
ALWAYS TAILOR THE
DOCUMENT TO THE
COMPANY & POSITION.

3 REVIEWS



READ THROUGH YOUR
DOCUMENT AT LEAST 3
TIMES BEFORE SENDING IT
OUT. READ SLOWLY! CHECK
FOR SPELLING, GRAMMAR,
AND FLOW. A CAREER
ADVISOR IS HAPPY TO HELP
YOU!

QUANTIFY



QUANTIFY YOUR
EXPERIENCES WITH
NUMBERS - PROVE
YOUR WORTH! IT'S
OKAY TO SELL
YOURSELF!

THIS IS YOU!



OWN YOUR EXPERIENCES!
BE PROUD OF YOUR
DOCUMENT AND ALL OF
YOUR ACCOMPLISHMENTS.
SHOW IT OFF WITH PRIDE
(AND HUMILITY)!

DON'TS



- LIE
- EXAGGERATE YOUR RESPONSIBILITIES/TITLES
- USE AN OBJECTIVE STATEMENT
- WRITE IN THE FIRST PERSON
- EXCEED 1 PAGE
- USE A TEMPLATE