

Resume Checklist

- Use a professional email address
- Objective
 - Be sure to customize it for the industry/job type for which you are applying
- Education
 - Include school, degree earned, and date of completion
- Coursework
 - Include relevant coursework (Examples: Communication, Public Speaking & Business courses)
- Skills and Awards
 - Include awards and certificates that are relevant to the profession you are pursuing
- Experience
 - Include work history, projects, internships
- Activities
- Check for industry related terms that are misunderstood/misused
- Use action words
- Customize your resume for every position
- Check for spelling and grammatical errors
- Be consistent and symmetrical in spacing and layout
- Remove any unprofessional photos or posts from your social media profiles