# 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 and Business courses)
- ☐ Skills and Awards
  - ☐ Include awards and certificates that are relevant to the profession you are pursuing
- ☐ Experience
  - ☐ Include work history, projects, and 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