

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
$\ \square$ 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