

RESUME CHECKLIST: GETTING STARTED

Complete self-assessment. This will make it easier to prepare a thorough resume. Include in your outline:

- Skills
- Abilities
- Accomplishments
- Work experience
- Extracurricular activities

THE CONTENTS OF YOUR RESUME

Contact Information

- Formal name, centered at the top of the page or at the far left margin in capital letters or bolded
- Address (include campus and home addresses)
- Telephone number(s), include cell phone number
- E-mail address (netid@illinois.edu)

Education

- Most recent educational information is first
- Institution attended, city and state, degree, major, minor/concentration (no abbreviations)
- Graduation date
- Study abroad experience
- Grade point average
- Academic honors

Work Experience

- Include the most important and relevant information to the position you are seeking
- Include: full-time, part-time, co-op, internship, volunteer, summer, work-study, etc.
- Briefly give the employer an overview of work that has taught you skills. Use action words to describe your job duties and quantify accomplishments if possible
- Include:
 - Title of position
 - Name of organization
 - Location of work (city, state)
 - Dates of employment (month and year)
 - Describe your responsibilities with emphasis on special skills and achievements

Community and Campus Activities

- Highlight leadership positions
- Be careful when including political or religious activities

RESUME FORMATTING TIPS

- Have your resume reviewed and critiqued by a Gies Business Career Services adviser in 1033 BIF
- Use of plain white paper is acceptable
- Print on one side of the paper

- Use 8-1/2 x 1 -inch paper
- Use font size 10 to 14
- Use non-decorative typefaces
- Choose one typeface and stick to it
- Do not fold or staple your resume
- If you must mail your resume, put it in a large envelope and include a cover letter