NDSS Employment Program Resume Checklist

Personal Information:

- ❑ Name is featured at the top
- ❑ Formatted to stand out (could be **bolded** or in a larger font size)[1]
- ❑ Included personal contact information; phone number, email address and address[2]

Professional Statement (Optional):

- ❑ Clear statement of desired professional goal[3]
- ❑ Goal ties directly into the position you are applying for
- ❑ Reference to value you bring to the company[4]

Education:

- ❑ Education experience is listed in chronological order[5]

  Each educational achievement includes the following:
- ❑ The academic institution[6]
- ❑ Location of the academic institution (state and city)[7]
- ❑ Degree attained[8]
- ❑ Year of completion[9]
- ❑ Reference to expected year of completion for any degrees or certificate that has not yet been completed[10]

Skills (Optional):

- ❑ Skills tie directly into the desired role
- ❑ Skills are specific and balance both hard and soft skills[17]
- ❑ Each skill is described in a full sentence[18]

Professional Experience:

- ❑ Professional experience is listed in chronological order[11]

  Each professional achievement includes the following:
- ❑ Name of the employer[12]
- ❑ Location of the employer (state and city)[13]
- ❑ Employment title[14]
- ❑ Start and end dates of employment (reference month and year).[15] If still working in that role, refer to the end date as "Present"
- ❑ Description of experience[16]
- ❑ Description of professional experience includes the following:
- ❑ Uses active verbs (for example: produce, assist, manage, provide)
- ❑ Displayed over bullet points
- ❑ Features at least three bullet points

Design:

- ❑ Each section features a heading such as skills, professional experience, and education
- ❑ Font is professional in nature (for example: Times New Roman, Calibri, and Arial)
- ❑ Color is used to make the resume unique (optional)
- ❑ Resume is kept to one page (preferred)

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