

RESUME → CHECKLIST

GETTING STARTED

- Introductory Header - The header should include your name (first and last), city and state, phone number, and professional email address
- Do not use a template for your resume. These distort information in ATS and can be difficult to edit later.
- Remove objective statements/overviews/summaries as these are outdated and unnecessary
- Do not include a picture or any demographic information such as your race, religion, number of children, etc.
- Use an easy-to-read font that is professional and clean-looking (ex.- Times, Arial, Calabri, etc.).
- Your font size should be no larger than 12pt and no less than 10pt
- Keep your resume to 1 page unless you have years of experience
- Ensure your section headers and bullet points are consistently formatted

EDUCATION SECTION

- Remove your High School diploma information
- Include in reverse chronological order the institution, location, degree, and your graduation date from each institution you received a degree from
- Optional - Add your GPA if above a 3.0, scholarships, and study abroad

EXPERIENCE SECTION

- Job Title, Company, City, State and date range (Month 202x-Month202x)
- Use bullet points to highlight your experiences, roles, and responsibilities
- Ensure each bullet point begins with an action verb (i.e. Collaborated with teammates to...)
- Quantify your achievements when possible
- Use reverse chronological order

TECHNICAL/SKILLS/LAB

- Include:
 - Skills: Language - Fluent in Spanish, American Sign Language (ASL), etc.
 - Computer - Proficient in Microsoft Word, Excel, Powerpoint, etc.
 - Certifications: SAP Certified Application Associate, SAP ERP 6.07 etc.
 - Technical: Java, HTML, CSS, SQL, and VBA
 - Lab: 1H, 13C, Chromatography (gas, thin layer, column)

ORGANIZATIONS, EXTRACURRICULARS, & VOLUNTEER SECTIONS

- Include any organizations or extracurricular activities you are involved with, including volunteer roles. Be sure to list:
 - Your role (Ex: Member, President, Chair, Volunteer, etc.)
 - Length of time (Ex: May 202x-December 202x)
 - Optional - A brief description of your involvement using a few bullet points, if space allows

WRAPPING IT UP

- Be consistent with punctuation, capitalization, and spelling
- Do not include 'References Upon Request' on your resume
- Make an appointment to meet with your career consultant to review your resume. Contact us to schedule an appointment or visit lamar.joinhandshake.com to schedule.