

RESUME CHECKLIST

JOHN A. LOGAN COLLEGE CAREER SERVICES

PROFILE

A profile, objective, or summary is not required. If you choose to include any of these they should be closely connected to the position you are applying for.

CONTACT

INCLUDE:

- Your legal name. if you have another name that you prefer, include this as well.
- One professional email address, phone number
- At minimum, the City and State in which you live

OPTIONAL: LinkedIn page

EDUCATION

INCLUDE:

- List full title of institutions you are degree seeking or have obtained degree from.
- List full degree title + major
- Expected Graduation: Month, Year of if you have graduated, the Month, Year when you earned degree.
- Certifications/Licenses

SAMPLE:

John A. Logan College
Degree Title, Major
Month, Year of Graduation/or
Expected Graduation

OPTIONAL: GPA

EXPERIENCE

- Employment History
- Internships/co-op
- Long Term Relevant Volunteer Work
- Clinicals, Student Teaching

INCLUDE:

- Employer Name
- Job Title
- Date of Employment
- City and State of Employer

BULLET POINTS

Using bullet points, describe the tasks you performed while integrating your skills that you want to market to the employer. Use correct verb tense. Do not use first person narrative.

ACTION VERB + TASK PERFORMED + CONTEXT
(HOW/WHY/WHAT SKILL DID YOU DEMONSTRATE)

SAMPLE: Collaborated with a team of four servers to efficiently serve customers.

OTHER SUBHEADINGS

- RELEVANT COURSEWORK
- ACADEMIC PROJECTS
- TECHNICAL OR COMPUTER SKILLS
- HONORS/AWARDS
- PROFESSIONAL ORGANIZATIONS
- LANGUAGES

Anything you want an employer to know about you because it is relevant to your career path should be listed!

BEST PRACTICES

- If you choose a resume template, make sure that it is easy to read and update.
- Do not include irrelevant personal information – birthday, marital status, hobbies
- 1-page resumes are typically acceptable unless you have enough relevant information to cover 1.5 pages.
- Always check for grammar, misspelling.
- Make sure that your resume is clearly organized and consistent in styling.

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