

Resume Checklist

Resume Look & Feel

- Name resume file: First Name. Last Name. Resume. Date. "Becky Corbett Resume 1.5.18"
- 1-2 pages
- Legible font
- Bold degrees, not school
- Bold job title/function, not employer name
- Use a variety of resume action verbs
- Create parallel structure
- Spell out acronyms the first time
- Create PDF to send resume electronically to prospective employers
- Review. Review. Review. [by 5 people]

Resume Content

- Communicate what is "uniquely me"
- Quantify** your experience using numbers, such as client ages, # of clients served, # of clients in group, budget in dollars
- Give your internship a name, not *Social Work Intern*
- Highlight accomplishments and outcomes
- Include projects, teams, contributions
- Review. Review. Review. [by 5 people]
- Keep resume current
- DO NOT include References on your resume. Once the potential employer requests, provide on a separate page with your content information

Make sure your resume accurately reflects what you are capable of doing.

Clark & Hoffer, Start Smart