Resume Development Checklist

Resume Look & Feel

- ❑ Name resume file: First Name. Last Name. Resume. Date. "Becky Corbett Resume 8.1.21"
- ❑ 1-2 pages
- ❑ Legible font
- ❑ Bold degrees, not school
- ❑ Bold job title/function, not employer name
- ❑ Use a variety of resume action verbs (Refer to Resources.)
- ❑ Create parallel structure (Start all statements with an action verb. Have more bullet points for most recent employment and/or relevant activities.)
- ❑ Spell out acronyms the first time
- ❑ If your resume is more than 1-page, add a Footer to include [First Name] [Last Name], [Credentials] and Page 2 of 2.
- ❑ 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* (Example: Hospice Care Internship)
- ❑ 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 your References contact information, including Name, Title, Organization, Email, Telephone Number, and Mailing Address.)

Make sure your resume accurately reflects what you are capable of doing.
Clark & Hoffler, *Start Smart*