

#DSWORKS®

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 address²

Professional Statement (Optional):

- Clear statement of desired professional goal³
- Goal ties directly into the position you are applying for
- Reference to value you bring to the company⁴

Education:

- Education experience is listed in chronological order⁵
- Each educational achievement includes the following:
- The academic institution⁶
 - Location of the academic institution (state and city)⁷
 - Degree attained⁸
 - Year of completion⁹
 - Reference to expected year of completion for any degrees or certificate that has not yet been completed¹⁰

Skills (Optional):

- Skills tie directly into the desired role
- Skills are specific and balance both hard and soft skills¹⁷
- Each skill is described in a full sentence¹⁸

Professional Experience:

- Professional experience is listed in chronological order¹¹
- Each professional achievement includes the following:
- Name of the employer¹²
 - Location of the employer (state and city)¹³
 - Employment title¹⁴
 - 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 experience¹⁶
 - 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)