



RESUME FEATURES CHECKLIST

PERSONAL INFORMATION

Located at the top of the page, does not take up an excessive amount of space, and includes:

- First and last name
- Address (optional)
- Phone number, including area code (writing "Phone:" is not necessary)
- Email address, some derivation of your name that makes a professional impression
- LinkedIn short url (optional)

Example:

Scrappy the Owl
 1000 Chastain Rd, Kennesaw, GA 30144
 scappyowl@students.kennesaw.edu
 (470) 578-6555

OBJECTIVE

Optional element - a cover letter sometimes replaces this.

- Provides a focus for the content of your resume
- Targeted toward a specific position or career field
- For those seeking an internship, includes the term during which you would like to work
- Expands very slightly on what key skill or outcome you might contribute to the position (optional)

Example: Seeking an internship for Summer of _____ in the field of
 Mechanical Engineering, specifically manufacturing experiences.

EDUCATION

Begins with the university where are currently enrolled, typically Kennesaw State University INCLUDES:

- City and state where the university is located
- Degree you are seeking (e.g. Bachelor of Science in Biology, Bachelor of Science in Chemistry)
- Date of anticipated date of graduation (e.g. Expected May 2018)
- Complete title of majors, minors, licenses and certifications)
- Cumulative GPA (optional, and only if above 3.0)
- Relevant courses, listed by title and not course number, if different than major (optional)

Example: Kennesaw State University, Kennesaw, GA

Bachelor of Science in in Mechanical Engineering; Minor in Management
 GPA: 3.15

Expected May 2018

Relevant Courses: Circuit Analysis, Manufacturing Engineering, Mechatronics Engineering Fundamentals

EXPERIENCE

Includes:

- Full name of the company or organization
- City and state where the company/organization is located
- Dates the position was held (month - year to month - year)
- The title of the position held
- Bullet points emphasizing your skills and accomplishments, starting with a strong action verb
 - Does not use any "I," "my," or "me" statements
 - Action verbs in correct tense (past, unless position is current)



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LEADERSHIP EXPERIENCE/OTHER TYPES OF EXPERIENCE (E.G. VOLUNTEER/SHADOWING)

Lists entries in reverse chronological order

CAN INCLUDE:

Full name of the organization

University or the city and state where the organization is located

Title of any position held

Dates the position was held (month - year to month - year)

Action skill statements emphasizing your relevant skills and accomplishments

Pertinent memberships and affiliations

Emphasizes leadership roles

Example: **Student Government Association (SGA)**, Kennesaw State University

Co-Chair, Spring 2018 - Present

- Directly manage a budget of \$1,000.
- Construct and coordinate a minute-by-minute schedule for meeting.
- Assess risk in scheduled activities for a wide audience.

REFERENCES

Resume does not include references' names or addresses (references are on a separate page)

Resume does not say "References Available Upon Request"

OVERALL APPEARANCE

Looks like a professional document and is pleasing to the eye

Is an appropriate length, for most undergraduates this means one page

Includes name and page number on all pages if document is two page

Page margins, font size, and type are appropriate (Font size 10-12, professional font, .5 to 1" margins)

Is free of typos, spelling mistakes, and grammatical errors

Bullet points, bolding, italics, and/or highlighting are used consistently

Categories are arranged in a logical order, presenting relevant information first

NOTES: