

Résumé Checklist

OSU Career Services

Résumé writing is both an art and a science, and it is subject to changing trends. The list below reflects the most common guidelines currently shared with Career Services by employers.

Section	Feature	Included	Not Included
Contact Information	Name is 14-18 point font		
	The rest of the address and body text is 10-12 point		
	Address is spelled out (no abbreviations)		
Education	Education is listed before experience		
	Most recent institution is listed first		
	Includes institution, city, state, degree, major title & graduation date		
	G.P.A. is listed if it is 3.0 or higher		
Experience	Most recent experience is listed first		
	Each experience includes name of employer or organization, city, state, dates of employment or participation, position title, and bulleted position description		
	Each bullet starts with an active, power verb		
	Past and present tense is used consistently and accurately		
	Descriptions focus on accomplishments, knowledge gained, highlights, and responsibilities – not duties		
	Position descriptions reflect transferrable skills		
	Vocabulary reflects the industry targeted by the resume		
	Accomplishments use quantifiable data and information specific to the target position		
Optional Categories	Optional categories, such as Volunteering, Leadership, Activities, Coursework and/or Awards are all relevant and highlight professionalism and skills		
	If an objective is used, it is specific and targeted		
Overall Formatting	Margins are .5 to 1 inch		
	Spacing and formatting is consistent throughout, making the text easy to read		
	No spelling or grammatical errors		
	No personal pronouns are used		