

Resume Checklist

Purpose of Resume – To get interviews!

- Person whose qualifications most closely match those sought by employer gets the interview.
- Use same skill/key words in resume as those sought by the employer and provide specific examples.

Key Items for Consideration

- Microsoft Word document (.doc)
- One page only – unless significant related employment/experience.
- Use consistent indentation, capitalization, font style, spacing, and margins (1 inch).
- Use a standard font like Helvetica or Times New Roman in 10 pt or larger; 11 pt is best
- No templates! They may not be compatible with employer's online systems and are difficult to edit.
- No personal pronouns.
- Use **boldface** for the most important information

Check
off your
progress
as you
go

Contact Information

- List first.
- Name is bolded and 14-20 pt. font.
- Address information same pt size as main body text (11 pt) and include all information in sample.
- Email should be professional (e.g., NOT huskyhotpants@gmail.com) and good for at least six months.

John Husky

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Objective (optional)

- Can be beneficial if it matches position listed by employer.
- Do not include if you are: A) unsure of position employer has available; B) employer has more than one position for which you would like to be considered; or C) you have limited space

OBJECTIVE **Seeking a social work internship for the summer of 2009**

Education

- Include degree, current/intended major, university name with city and state, and expected graduation date.
- List degree first. Can include major on same line to save space.
- Optional components: GPA if above 3.0. Major GPA if above a 3.0 and overall GPA below, semesters on the Deans List, Study Abroad experience, previous colleges attended, related coursework, working 20 or more hours while attending college, etc.
- Omit high school information unless something exceptional

EDUCATION

Bachelor of Arts in Communication Studies

St. Cloud State University - St. Cloud, MN

Expected May 2009

- Minor in Marketing
- Worked 20 hours per week while attending college full time
- **GPA 3.15**

Employment -- use "Experience" as heading if includes relevant unpaid position(s)

- Employers want a reverse chronological (most recent first) list of jobs held with dates of employment.
- List position title first, followed by name of employer/organization, location (city and state) and dates.
- Use "bullets" to list key skills, responsibilities and results. The more relevant the position or key skills used/demonstrated, the more bullet statements.
- Use same skill words as those used in job listing.
- Give details. Employers want to know exactly what you did and what you accomplished.
- Check to make sure statements are in correct tense. Present tense if currently performing task, past tense if no longer performing task or in position.

EMPLOYMENT

Intern, Ameriprise Financial, Minneapolis, MN May 2008 – Present

- Create financial plans for new clients and helped manage client accounts.
- Advised clients working with mutual funds, ETF's, REIT's, individual stocks, and VA's.

Server, Granite City Brewery, St. Cloud, MN May 2006 – May 2008

- Trained approximately 10 new staff in company standards and procedures
- Developed strong interpersonal communication skills providing quality service to thousands of customers
- Executed accurate and efficient cash transactions in a fast paced work environment

Activities and Achievements

- Employers want examples of initiative, leadership, teamwork and other job related skills so include involvement in extra-curricular activities and other demonstrated achievements.

ACTIVITIES AND ACHIEVEMENTS:

Member, Career Development Council, St. Cloud State University

- Chaired Mock Interview Committee; led five members planning event for 100 students and 20 employers

Volunteer Volleyball Coach, St. Cloud Alternative School

Volunteer, Winter Concert Committee, Sauk Rapids High School

- Designed concert program handout and provided supervision to 35 high school students

Assisted in coordinating Parent/Teacher Conferences for Sauk Rapids High School

Named to Dean's list three consecutive semesters

Additional Skills (optional)

- Skill sections should include relevant skills sought by employers such as proficiency in certain computer programs or languages, job specific certifications, foreign language skills, etc.

LANGUAGE SKILLS

Fluent in English and Hmong

COMPUTER SKILLS

InDesign, Illustrator, Photoshop, HTML, Dreamweaver and Microsoft Office Suite

*****Note: If you must have a two page resume, it should be two separate sheets of paper. Do NOT staple, paper clip, or print back-to-back**