

Business Resume Checklist

1. Format

- ☐ Easy to scan and follow, professional and pleasing to the eye
- ☐ Concise & consistent (generally one page)
- ☐ ½" margins all the way around
- ☐ 8.5 x 11 dimensions (typical letter size)
- ☐ Font size range from 10-12 point
- ☐ Dates are right aligned
- ☐ No periods after bullet points
- ☐ Accepted fonts include Calibri, Sans-Serif, Cambria, or Arial

2. Heading

- ☐ Name is centered and largest font on the page (16-18 point depending on space)
- ☐ Phone number and professional or school e-mail address
- ☐ Customized LinkedIn URL (if you have a complete profile that's ready for viewing)
- ☐ Professional website or portfolio (if relevant to your career)

3. Education

- ☐ Only schools from which you received (or going to receive) degrees are listed – NO high school
- ☐ Degree(s) are spelled out and not abbreviated (Bachelor of Business Administration, not B.B.A.)
- ☐ Major(s), Focus Area(s), and Minor(s)
- ☐ Anticipated graduation month and year
- ☐ Include your GPA if it's over 3.5
- ☐ Study abroad experience (if applicable)
- ☐ Institution awarded honors (e.g., Dean's List)

4. Experiences

- ☐ Includes internships, co-ops, on-campus jobs, and employment
- ☐ Experiences are listed in reverse chronological order (most recent is first)
- ☐ Month and year started and ended are included ("present" if still working; seasons are also OK)

- ☐ Include the city and state of the job
- ☐ Include your job title
- ☐ List major achievements and skills developed/displayed in bullet point format
- ☐ Start each bullet with an action verb in the past tense (try to include a variety of verbs)
- ☐ Use bullet point format: Action Verb + Task + Result

OPTIONAL SECTIONS (recommend adding 1-2)

A. Skills – technical, language, & credentials

- ☐ Software, programming languages, methodologies, & foreign language (fluent, conversational)
- ☐ Licensures, certifications, and micro-credentials

B. Campus Involvement & Leadership

- ☐ Name of organization and leadership positions you currently hold or have held
- ☐ Utilize numbers and metrics; percentages can add clarity & value

C. Projects

- ☐ Can include group and/or individual projects
- ☐ Appropriate to highlight 2-3 projects that are applicant to your career path

D. Coursework

- ☐ Courses relevant to the job, not just your major
- ☐ Do NOT list ALL courses, can have up to six courses (do not include foundational courses)
- ☐ Spell out the name, subject of the course, and when you took it

E. Volunteerism

- ☐ Name of organization and role
- ☐ If space allows, add bullet points about your role and function