CAREER DEVELOPMENT CENTER RÉSUMÉ CRITIQUE CHECKLIST

☐ **Contact Information**
   ☐ Name largest point size on the page (size 18)
   ☐ All same font style & size (no smaller than size 10)
   ☐ Name and section heading "match" in style, such as bold, caps, or italics
   ☐ Addresses – Permanent and Local
      • Street names spelled out or abbreviated (be consistent)
      • City, State
      • Zip code
   ☐ Phone number
   ☐ Email (remove hyperlink)
   ☐ Website (if applicable; remove hyperlink), ex: LinkedIn profile, Electronic portfolio

☐ **Objective**
   ☐ Clear and concise
   ☐ States job/position/division/department/organization/career field/preferred skills and/or knowledge to be used

☐ **Education**
   ☐ Degree (Bachelor of Science or Bachelor of Arts)
   ☐ Major
   ☐ College Name = State University of New York (SUNY) College at Oneonta
   ☐ City, State
   ☐ Graduation Date (not dates of attendance)
   ☐ Include GPA if it is 3.0 or higher
   ☐ High school is ok for Education majors and freshman/sophomores
   ☐ Academic honors and awards (see reverse)
   ☐ Study Abroad school (see reverse)
   ☐ Previous institution (see reverse)

☐ **Experience** (can include paid jobs, leadership activities, etc.)
   ☐ Reverse chronological order (current position listed first, followed by most recent start date)
   ☐ Job Title
   ☐ Organization Name, City, State
   ☐ Dates (consistent place/lined up/same format, either numbers or written out months)
   ☐ Transferrable skills gained, accomplishments achieved – quantify whenever possible
   ☐ Can be broken into several categories, including: Related Experience, Other Experience and Volunteer Experience

☐ **Activities**
   ☐ List activities relevant to objective and the opportunity, follow consistent date format

☐ **Skills**
   ☐ Computer programs/software
   ☐ Foreign Language
   ☐ Certifications (CPR/AED, etc.)

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Additional Notes For Your Consideration From
The Career Development Center Résumé Summit, Summer 2015

<u>AGREED UPON STANDARDS</u>

- *Skills* section is for technology and languages, not for soft skills

- Be consistent with *format of dates* (Month, semesters, seasons)
    - List any jobs currently working first, then list by most recent start date

- Remove *hyperlink* from email address in header
    - LinkedIn or electronic portfolio links can be included, and remain consistent with not utilizing hyperlinks

- *Education* section:
    - List the *date the degree is earned* on the same line as the degree earned
    - *Preferred College name*:
        State University of New York (SUNY) College at Oneonta, Oneonta, NY

- *Related coursework*: list courses that are directly related to your objective and related to the opportunity you are applying for

<u>INDIVIDUAL PREFERENCES</u>

- Options for placement of *Awards/Honors* section:
    - In Education section if all awards are academic-based
    - In separate Awards/Honors section

- Options for placement of *Study Abroad*:
    - New section: Study Abroad Experience (in between Education and Experience sections)
    - Education
    - Activities
    - Experience

- *Transfer Colleges*:
    - List in Education section if a degree is earned, or if experiences and activities at that college are directly related to objective and opportunity

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