

Checklist for Résumés

- Provide appropriate information: your name, postal address, phone number (consider what a prospective employer would hear when leaving a message), a professional-sounding email address (i.e. jsmith@hotmail.com as opposed to sixpack@hotmail.com), career objectives or position desired, education, employment history, any special skills or awards, and information about how to obtain your references.
- Consider all relevant experience, such as volunteer work, internships, course work, and school programs.
- Use strong, active verbs to emphasize your accomplishments.
- Limit your résumé to one page. However, if your experience and education are extensive, a two-page résumé is preferable to a single cramped, unreadable page.
- Logically and effectively arrange all the parts. Education, work history, and other such information should be listed in reverse chronological order with most recent activities first.
- Use bulleted lists or some other simple, clear visual device to organize information.
- If you include an objective, make it accurate. For example, as a professional or career objective, students sometimes write that they seek an entry-level position, but an entry-level position is an immediate objective, not a long-term objective.
- Avoid wordiness in job descriptions. For example, "person with responsibility for" can be tightened to "manager" or "responsible for."
- Put all items in parallel grammatical form. For example, in the list "writing proposals, trained new employees, planned staff meetings," the item "writing proposals" needs to be rephrased as "wrote proposals."
- Exclude unnecessary information such as birthday, height, weight, sex, number of children, and political or religious affiliation.
- Keep the design simple for accurate scanning or electronic transmittal. Avoid images, unusual fonts, boldface, italics, or underlining. Also, avoid using colored paper.
- Consider whether the résumé layout is pleasing to the eye. It should be balanced, not crowded at the top or off to one side.
- Ensure the résumé is error free. Misspellings, grammatical mistakes, and other errors may cause employers to ask, "If this person is careless in writing a résumé, what kind of work can I expect from them?"

The content of this handout was adapted with changes from the following sources:

Aaron, Jane E. *The Little Brown Compact Handbook*. 5th ed., Pearson, 2004.

Ryan, Leigh. *The Bedford Guide for Writing Tutors*. 3rd ed., Bedford/St. Martin's, 2002.

Hacker, Diana. *A Writer's Reference*. 6th ed., Bedford/St. Martin's, 2009.

This handout was created by the Writing Centers at YVC.

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Visit us at the [Writing Center's homepage](#).



Sample Résumé

Jeffrey Richardson

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Objective

To develop my editorial skills through an internship with a magazine

Education

University of Maryland, Fall 2011 – present
BA expected in June 2020
Double major: English and Latin American studies
GPA: 3.7 (on a 4.0 scale)

Experience

Associate editor, *Latinx Voice*, newsletter of UM Latinx Club, fall 2017 – present

- Assign and edit feature articles
- Coordinate community outreach

Photo editor, *The Diamondback*, UM college paper, fall 2015 – fall 2017

- Took and printed photographs
- Selected and laid out photographs and other visuals

Intern, *The Globe*, Fairfax, Virginia, summer 2016

- Wrote stories about local issues and personalities
- Interviewed political candidates
- Edited and proofread copy
- Created "The Landscapes of Northern Virginia: A Photo-Essay"

Tutor, Fairfax County ESL Program, summer 2014 and summer 2015

- Tutored Latinx students in English as a Second Language
- Trained new tutors

Activities

Photographers' Workshop, Latinx Club

Portfolio

A selection of my work is available on my [LinkedIn profile](#).

References

References are available on request.