

# RÉSUMÉ REQUIREMENTS CHECKLIST

## CONTACT INFORMATION

- First and last name, home or campus address, phone number, professional email address, and LinkedIn (optional) displayed clearly at the top of the page.
- Name is 14-16 pt font size and bolded.

## LAYOUT AND DESIGN

- Use a standard font and size for the body that is easy to read (10-12pt).
- Margins should be 0.5"-1" all the way around the page.
- NO TYPOS on the résumé (a UND Career Services professional will gladly review your résumé).
- Style and layout are consistent throughout the résumé including consistent use of bullets, bold, italics, underline, hyphens, punctuation, and indentation (bullet points aligned, dates in consistent format and location, document is pleasing to the eye, easy to read, and limit "white" space).
- Don't underline and bold, bold and italicize, italicize and underline, etc. One or the other...not two or three at once.

## EDUCATION

- Schools attended are listed in reverse chronological order by date (most recent at the top).
- Use the official degree name (Bachelor of Science in Mechanical Engineering, Bachelor of Arts with a Major in English).
- Major, minor, and concentration (if applicable) spelled out.
- Full name of the school and/or university spelled out and the city and state of its location is listed (University of North Dakota, Grand Forks, ND).
- GPA can be included if it is above a 3.00, however, some departments have different suggestions for this, so ask your advisor.
- Indicate month and year of graduation date. (e.g. May 2021).
- Study abroad experiences can be listed under education. The format will be the same as degrees, but your degree title will be "Study Abroad."

## EXPERIENCE

- Present experience in reverse chronological order by date (most recent job/position listed first).
- Experience categories can be relevant, professional, leadership, clinical, field, other, and even notable projects!
- List position titles first and bold, then indicate name, city, and state of the organization or company.
- List start/end dates consistently throughout the résumé (month/year or semester/year).
- Distinguishing markers such as bold, italics, and underline are consistent.
- Use 2-5 descriptive, bulleted statements demonstrating skills, accomplishments, and specific responsibilities for each position. Each statement starts with an action verb, not an "I" statement. Full sentences are not used on the résumé.
- Use past tense verbs for past experiences and present tense verbs for current experiences.

## HONORS AND AWARDS (OPTIONAL)

- Specify the complete name for each relevant award or honor, the granting organization, and the month/year of receipt.

## CAMPUS/COMMUNITY INVOLVEMENT

- List the full name of each organization (do not use acronyms), and dates of involvement. You may also include a brief description of tasks/accomplishments by using bullet points with strong relatable action verbs.

## SKILLS/CERTIFICATIONS/LICENSURES

- Include a brief list of computer skills such as Word, Excel, PowerPoint, QuickBooks, etc. (note: PowerPoint is one word with two capital "Ps").
- List any languages spoken and level of proficiency.
- Include any licensures or certificates.
- You may want to put your licensure or certificate information right after the Education category, as those would be your two most important qualifications for a job!

## ADDITIONAL INFORMATION

- Do not include any of the following: photograph, marital status, date of birth, social security number, citizenship status, gender, ethnicity, or religion. Also do NOT use a template and save your final document as a pdf before sending to an employer.
- References are a separate document and are not included within the résumé. Résumé should NOT say "References available upon request."
- If applicable, page two has proper footer (lower right corner) indicating name and page number (Jane Smith | 2).

**SAMPLES ON THE BACK**

## Anita Job

(701) 777 – 3904

und.careerservices@und.edu  
2891 2nd Ave. North, Stop 9014  
Grand Forks, ND 58202

### Education

Bachelor of Business Administration in Marketing Dec. 2018  
University of North Dakota (UND), Grand Forks, ND GPA: 3.8/4.0

- Candidate for Certified Public Accountant (CPA) exam

### Relevant Coursework

- Relationship Marketing
- Brand and Product Management
- Marketing Management
- Social Media

### Internship

Accounting Intern July 2017 to Aug. 2017  
Accounting Corporation, Anycity, ND

- Prepared accurate daily reports for managers using Lotus
- Assisted accountant via telephone to gather information
- Awarded Educational Scholarship for successful completion of internship

### Work History

Currency Exchange Clerk Sept. 2016 to Present

Lots of Money Bank, Anycity, ND

- Assist in end of money summary recaps to the amount of \$100,000
- Accountable for license work for two bank branches
- Responsible for check cashing and other cash transactions
- Awarded Customer Service Representative of the Year
- Developed and presented 17 presentations to help educate public on financial security

### Professional Affiliations

President, Beta Alpha Psi, UND Feb. 2018 to Present  
Member, Beta Alpha Psi, UND Sept. 2016 to Present  
Accounting Tutor, UND Sept. 2017 to Feb. 2018

### Community Involvement

Volunteer, Altru Hospice, Grand Forks, ND Feb. 2018 to Present

## Anita Job

123 Street / City, ST 98765 / 123.456.7890 / professional.email@hotmail.com / http://www.linkedin.com/anita-job

### EDUCATION

Bachelor of Arts in Communication with emphasis in Public Relations May 2019  
University of North Dakota, Grand Forks, ND

### HONORS/AWARDS

Dean's List Recipient, University of North Dakota Fall 2017 – Present

### NOTABLE PROJECTS

- COMM 452: Scholarship/Communication Program Advertising Campaign May 2018
- Developed full advertising campaign with direct marketing such as visual and social media tailored to student body and focused on increasing program awareness and scholarship offerings
  - Created strong program foundation to insure future sustainability through outreach efforts which promoted awareness, fostered support and strengthened brand identity
- COMM 341: Advertising Creative Strategy Campaign Dec. 2017
- Created mock company and business scenario to facilitate a competitive advertising campaign resulting in an award-winning campaign
  - Conducted market research analysis, created promotional package concepts and completed and presented formal advertising proposal

### RELATED EXPERIENCE

Assistant Director of Moody Coliseum - Intern June 2017 – Aug. 2017  
Southern Methodist University, Dallas, TX

- Performed event management and oversight of every aspect to include pre-planning, preparations, logistics event coordination and execution, and post-event wrap-up
- Prepared the courts before practices and the upcoming season for Volleyball, Men's and Women's Basketball and also all athletic camps during the summer months
- Coordinated and oversaw private events such as Futsal and Costa Rica National Soccer practice to ensure stadium protocols are understood and followed

### OTHER EXPERIENCE

Head Cashier Apr. 2016 – May 2017  
Cashier Jan. 2015 – Apr. 2016  
Menard Inc., Grand Forks, ND

- Supervised and oversaw daily operations of cashiers to include handling large dollar amounts, troubleshooting problematic transactions at the registers, scheduling breaks, and assisting front-end managers with theft and safety procedures
- Created a positive check-out environment for guests as purchases were made by quickly and efficiently scanning products and providing rebate information

### CERTIFICATIONS

First-aid/CPR, American Heart Association May 2017 – Present

## Anita Job

Street Address • Grand Forks, ND 58203 • Phone • professional@email.com

### EDUCATION

Doctor of Physical Therapy Month YYYY  
University of North Dakota (UND), Grand Forks, ND GPA: ## / 4.0

Bachelor of Science in Kinesiology Month YYYY  
University of North Dakota (UND), Grand Forks, ND

### CLINICAL EXPERIENCE

Inpatient Hospital: Sanford Hospital, Fargo, ND 9 weeks: Summer YYYY

- Collaborated with nurses, doctors, and other interdisciplinary staff to provide excellent care to patients
- Completed evaluations and assisted patients with various diagnoses towards recovery

Outpatient Orthopedic: Physical Therapy Center, Anycity, WA 9 weeks: Summer YYYY

- Provided excellent care to patients seeking treatment for various orthopedic ailments
- Researched therapeutic interventions to increase knowledge of current trends in the field

### LEADERSHIP EXPERIENCE

Vice President January YYYY - Present  
Student Physical Therapy Association, UND, Grand Forks, ND

- Organize fundraising efforts with notable success in exceeding targeted goal by 15% by second quarter

### WORK EXPERIENCE

Server December YYYY - Present

Applebee's, Grand Forks, ND

- Demonstrate excellent communication skills while greeting and assisting guests
- Build rapport through efficient, prompt, and friendly service
- Maintain up-to-date knowledge of menu items and specials to provide educated suggestions to improve guests' dining experience

### SKILLS

MS Office (Word, Excel, PowerPoint, Outlook), Adobe

### VOLUNTEER /COMMUNITY INVOLVEMENT

Volunteer, Relay for Life, University of North Dakota, Grand Forks, ND April YYYY - Present  
Mentor, YMCA Big Friend, Little Friend Program, Grand Forks, ND January YYYY – Present

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John Doe  
Human Resource Manager  
XYZ Company  
Address  
City, State Zip  
Office Phone  
Personal Phone  
Email

Georgette McMillion  
Administrative Manager  
BDL Company  
Address  
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Office Phone  
Personal Phone  
Email

John Dunning  
Personnel Administrator  
123 Company  
Address  
City, State Zip  
Office Phone  
Personal Phone  
Email