Resume Checklist

Status		Resume Elements
Completed	**NA**	
		Header: ☐ Full Name, ten digit phone number, email ☐ DO NOT use your wisc email as you will lose access to it shortly after graduation ☐ DO USE a generic email address (fullname@service.com) ☐ DO NOT share your full residency. You may use current city, or city you are moving to. ☐ DO SHARE links to personal website, or links to social media accounts if helpful (eg LinkedIn, etc.) ***Check Each Box***
		Summary (optional)**:** ☐ You can use, but it isn't necessary ☐ If yes, make sure it's simple, straight forward, and showcases results ☐ DO NOT make a 'Work Objective' ***Check Each Box***
		Education: ☐ University of Wisconsin - Madison, degree/s, Graduation Month/Year (eg May 2025) ☐ Can be at top of resume early on, and move to bottom as more experience develops ☐ DO NOT include the name of your high school ☐ Optional / It's ok to add GPA (3.0 or higher) if it's important to you. Keep to one decimal. ***Check Each Box***

		Experience:
		☐ Employer name / Title / Date of employment
		☐ Put experience in sequential order
		    - Internships are experience
		    - Freelance is experience
		    - Classroom projects are experience/ 300 - 400 / [see examples here](#)
		
		☐ Use bullet points
		    - Start each bullet point with an action verb
		    - DO USE correct tense: current jobs = current tense; past jobs = past tense
		☐ Provide results and impact whenever possible (%, $, time)
		☐ Try to offer why the task was completed and your role
		☐ DO USE keywords (SEO strategy for humans and bots)
		☐ DO NOT use personal pronouns (I, we), keep it 3rd person
		☐ DO NOT include high school experience, unless warranted
		☐ Align bullet points and activities to the types of experiences that employers in your field are looking for
		
		Check Each Box

		Skills, Certificates, Training & Beyond: ☐ Skills: Research & Analysis, Written and Client Presentations, etc. ☐ Certificates: Google Ad Words, HubSpot Content Marketing, etc. ☐ Training: Infegy Social Media Monitoring, IRB, Simmons/Experian/MRI ☐ Communications: Sports, Agriculture, Entertainment ☐ Technical / Tools: Adobe Creative Suite, Excel, PowerBI, etc. ☐ Language(s): Basic, Intermediate, Advanced, Proficient, Native ***Check Each Box***
		Leadership & Extracurriculars (optional)**:** ☐ Use this section to list and explain campus or off-campus activities, including student organization involvement, UW groups or alliances, nonprofit volunteering, etc. - Organizations: Ad2, PEACE, AWA - Volunteer: Habitat for Humanity, Lussier Community Center - Free Time: Ping Pong, Bake, Netflix Binger, Aspiring Speedcuber, etc. ***Check Each Box***
		Formatting: ☐ USE simple font in black type - Sans serif like Helvetica, Arial, Century Gothic, etc. - 10/12 point for body copy / larger for header ☐ USE spacing and full page - Portrait orientation - Adjust margins to maximize space (.5 - .75 border) - Adjust kerning and leading ☐ NO PHOTOS (add to your LI page, if necessary) ☐ Find consistency regardless of style ***Check Each Box***
		Proofing & Saving: ☐ Triple check spelling, punctuation, and duplication ☐ ALWAYS SAVE as a PDF (verify sides are not cut off when printed) ☐ ALWAYS CHANGE file name (first name_last name_MMYY.pdf) ☐ DO NOT SEND resume as a word or Google doc (formatting could change) ***Check Each Box***
		You've done a lot. Now, let's start sharing!