

RÉSUMÉ CRITIQUE CHECKLIST

With competition for positions at an all-time high, employers expect that application materials submitted for open positions are well-crafted and error-free. It is important that your professional documents reflect your unique accomplishments thus allowing an employer the opportunity to translate previous professional highlights to future success. Utilize this checklist as a way to ensure that your résumé is ready for submission.

STRUCTURE AND FORMATTING

- Margins - all margins should be consistent; ranging from ½ inch to 1 inch.
- Font - one easily-readable font is used consistently throughout the document (Times New Roman, Calibri, Garamond, Arial, etc.).
- Section Placement - sections within the document are placed in a logical order. Normally, when someone is engaged in an academic program, education appears first followed by experience and other sections.
- Document Heading - the following must be included at the top of the document: name (largest text on the document, 16pt. font max), mailing address, telephone number (only list one), e-mail address (appropriate) and website/LinkedIn URL (if applicable).
- Length - typically, it is an unwritten rule that you are “allowed” one page for every seven years of work experience. In the education and human development field, it may be appropriate to have more than one page (but usually no more than two or three) if you have exceptional experience.
- Pages must also be fully filled - meaning no half or quarter-length pages are allowed.
- Text Alignment - it is preferable to align similar text (dates, etc.) at the same location on the document. For example, if aligning dates on the right, set a right tab to ensure that all dates appear cohesive within the document.
- Tailored Content - Resume is tailored to the specific job you are seeking using industry or sector specific terms.

EDUCATION SECTION

It is important to include the official degree name, name of the institution, location, and date of degree conferral. There are many ways to showcase education.

Samples:

THE GEORGE WASHINGTON UNIVERSITY, Washington, DC
Master of Education, Elementary Education

May 2012

Master of Education in Elementary Education
The George Washington University, Washington, DC

May 2012

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EXPERIENCE SECTION

- Dates of Employment - all positions include dates of employment (May 2000 to Present, 2000 to Present, Spring 2000 to Present, etc.). Display of dates is consistent throughout the
- Position Titles- representative position titles are included for all entries.
- Company Information - each experience includes the name of the company and the city and state of the parent company.
- Content - each position includes information that allows the reader to understand the primary functions of the role as-well-as the significant accomplishments achieved during the individual's tenure in the position.
- Formatting of Content - content is consistently displayed in either paragraph form or bulleted form under each position entry. If utilizing bullets, a minimum of three should be included.
- Action Verbs - each entry includes appropriate and varied action verbs; for current jobs verbs are present tense, for previous jobs verbs are past tense.

Sample:

GLEBE ELEMENTARY SCHOOL, Arlington, VA
Teacher Intern, Second Grade

September 2012 to Present

- Develop weekly lesson plans in math and reading based on a differentiated learning model that also align with district curriculum and the Virginia Standards of Learning
- Manage an active classroom of 25 students and ensure that the classroom environment is respectful and conducive to academic learning and personal development
- Maintain open communication with parents and guardians of students through the use of a daily success journal, telephone calls, and in-person parent conferences

ADDITIONAL SECTIONS AND INFORMATION

Language Skills - if any, list proficiency based on recognized scales.

Technology Skills - if any, specialized skills are listed.

NOTES AND SUGGESTIONS



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