

Self-Review Checklist

Appearance / Format / Writing Style

- Did I proofread thoroughly and ensure there are no spelling or grammatical errors?
- Did I use a consistent format, alignment, and spacing (consistent spacing within categories and equal between categories)?
- Are headings formatted the same (size, use of bolding/capitalization) and positioned consistently (centered or left-aligned)?
- Are items within each section (such as job titles, dates, etc.) listed in a consistent order and with consistent formatting?
- Did I omit personal pronouns (I, me, my, mine, we, us, our)?
- Did I allow for adequate and consistent margins (preferably 1")?
- Did I use standard bullet points that are a consistent size and aligned properly?
- Did I use an appropriate and consistent font style and size (10-12 point)?
- Was I consistent with the use of punctuation, dashes/hyphens, listing of months (using numbers vs. spelling out)?
- For dates, did I use one of the following options: Month YYYY or MM/YYYY (January 2023 or 01/2023)?
- Is my resume one page, the recommended length for most students? (Experienced candidates may require more than one page; resumes for federal government positions are typically 2-5 pages).
- Did I save my resume with a professional and error-free name using my full name and the word "resume" or the job title I am applying to (Examples: John_Smith_Resume or John_Smith_Analyst)?

Order of Information

- After contact information, did I list the most important and relevant sections first?
- Did I list items within each category in reverse chronological order (current or most recent first)?

Contact Information

- Did I include my full name, phone number and professional email address at the top of the resume? (For privacy purposes, you may consider excluding your full address or only list city, state or city, state and zip code.)

Education

- Did I list "Robert Morris University, Moon Township, PA" in this section?
- Did I list the official name of my degree and major (and concentration, minor, certificate, if applicable)?
- Did I list the month and year I earned my degree or expect to earn it (Example: Expected May 2024)?
- Did I list my GPA if 3.0 or higher? Did I calculate my GPA in major and list it if appropriate?

Work Experience

- For each job listed, did I include the organization's name, city and state, my job title and the date range of employment (example: Month Year – Month Year or Month Year – Present)? For virtual positions, you may include the location you reported to followed by remote or virtual (Example: City, State- Remote).
- Did I write bullet points/phrases using the recommended formula: Action Verb + Context + Result?
- Did I start each phrase with an action verb and use the appropriate tense (present for current jobs, past for completed)?
- Did I quantify accomplishments/results when possible using numbers, percentages, etc.?

Project Experience

- Did I include relevant course projects or a list of courses to demonstrate skills not shown through my work experience?
- For projects, did I include the course name, date range, and descriptions? Did I start phrases with action verbs to describe the project, my role, skills/concepts used, and outcome?

Skills

- Did I include specific hard skills (computer, design, languages, etc.) related to the job posting and my field in a skills section?
- Did I incorporate soft skills (teamwork, leadership, time management, etc.) into bullets/phrases?

Activities / Volunteer Experience

- Did I list key items such as club/organization, role/title (if applicable) and date range of involvement in a consistent format?
- Space permitting, did I provide action verb phrases/bullets about my role related to the job posting?

Applicant Tracking System (ATS) Ready

- Did I tailor my resume to the position and use keywords from the job description that are applicable to my background?
- Did I follow appropriate formatting guidelines for ATS (avoiding tables, columns, headers/footers, graphics, etc.)?
- Did I use an ATS-friendly font such as Arial, Calibri, Cambria, Garamond, Palatino, Tahoma, Times New Roman or Verdana?
- Did I save my file in a recommended format: .docx (Microsoft Word) or .pdf?