



RESUME CHECKLIST

wm.edu/career

Format

- ☐ One page in length for internships and entry-level positions
- ☐ Optimal font is something easy to read by a variety of readers (e.g., Times New Roman, Arial, or Calibri)
- ☐ Use no more than 3 font **sizes**; minimum font size is 10, maximum is 14 (for headers)
- ☐ Consistency is key:
 - Spacing and margins should be consistent throughout; .5" - minimum margins on all sides
 - Entries within sections should be formatted consistently. Check commas, dashes, etc.
- ☐ Use italics, bolding, and underlining intentionally to visually organize information
- ☐ All sections/categories should be clearly labeled and should include "Experience" in the title where appropriate
- ☐ Within each section, information is listed in reverse chronological order (most recent experience first)
- ☐ Keep in mind: Recruiters will typically take 6 seconds or less to skim your resume when first reviewing all applicants
- ☐ Save as a PDF file with first and last name included in the file name

Resume Sections

- ☐ Name & Contact Information: This should be at the top of your resume. Include your address (city & state), phone number, & email address (Use an email address you will check regularly)
- ☐ Education: This should be the first section of your resume
 - List the school as **William & Mary**
 - Include your degree type (i.e., Bachelor of Arts, Bachelor of Science, etc.)
 - Include major or double major, and any minors or concentrations after degree, separated by a comma or Major:
 - Dates – list the month and year that you will be graduating (if unsure, include anticipated or expected)
- ☐ Related Experience: Include experiences that are most relevant to the types of opportunities you are applying to
- ☐ Other Sections (all optional): Additional sections could include information that wasn't in your previous sections
 - This may include skills, research experience, volunteer experience, memberships or extracurricular experience, certifications, and/or leadership experience
- ☐ Sections not to include: A professional summary or an objective is typically not necessary in an undergraduate or new professionals' resume
 - If you wish to share references, those should be sent in a separate document or uploaded online
- ☐ You can include a SHORT Interests section – this section can be used to spark a conversation. Be specific and memorable

Describe your Experience

- ☐ Include your position title, organization name, city/state, dates (month/year)
- ☐ Do not use complete sentences; be concise but detailed
- ☐ Avoid using pronouns (I, me, my, we, etc.)
- ☐ Use a strong skill-based active verb to begin each bullet point (see active verb list handout for over 200 verbs)
- ☐ Use past tense for active verbs, whether you've completed the experience or are still participating
- ☐ Avoid using "Responsible for" and "Duties included" as these are passive voice
- ☐ Focus on skills/accomplishments rather than tasks, highlighting what you achieved in the role or the impact you made
- ☐ Give results or intended purposes, quantify accomplishments using numbers, percents, and dollar amounts where possible

Applicant Tracking Systems (ATS)

- ☐ 98% of Fortune 500 companies utilize an ATS to automate their hiring process
- ☐ One function of an ATS is resume screening, which determines if a live person will actually see a resume
- ☐ Some systems rank applicants based on how closely their resume matches the job description, some on keyword counts, while some have knockout questions
- ☐ Tailor your resume to the job or internship by using keywords that are found in the position description
- ☐ Do not use a resume template. ATSs may have a hard time reading it and it is much harder to customize
- ☐ Use long-form and acronyms for keywords (i.e., Search Engine Optimization (SEO))
- ☐ Update resume every 6 -12 months or as soon as you finish a position, while the experience is still fresh in your mind
- ☐ Have your resume proofread by at least one other person; Come to Quick Advising or schedule an appointment

TAYLOR TRIBE

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EDUCATION

William & Mary, Williamsburg, VA

May 20XX

Bachelor of Business Administration, Major: Accounting, Concentration: Finance, GPA: 3.62

Include GPA ≥ 3.0

Honors: Phi Eta Sigma Freshman Honors Society

Relevant Coursework: Federal Taxation, Auditing and Internal Controls, Equity Markets and Portfolio Management, Corporate Financial Strategy

CPA Eligible: May 20XX

This section can include work, volunteer, internship, campus leadership, and other experiences, and be organized based on relevancy to the field. Headings can highlight skill sets or industry experience - Research Experience, Accounting Experience, etc.

RELEVANT EXPERIENCE

Accounting Intern, *Capital Group Companies*, New York City, NY

June 20XX – August 20XX

- Collaborated with senior staff to assist in development of risk assessments and audit plans of a \$5B public company
- Participated in select portions of internal controls and internal/external audits by performing control and substantive testing, documenting findings, and assisting in the evaluation of compliance with regulatory and organizational standards.
- Analyzed financial transactions including cash, income and expenses to assess tax implications of foreign market activities
- Attended weekly professional skills development workshop

Participant, *Deloitte National Leadership Conference*, Westlake, TX

July 20XX – August 20XX

- Engaged in interactive workshops designed to develop leadership skills and gain in-depth knowledge about the accounting profession
- Networked with Deloitte executives to build communication skills and develop professional relationships

Team Member, *Deloitte FanTAXtic Competition*, Charlottesville, VA

September 20XX – January 20XX

- Represented William and Mary's Raymond A. Mason School of Business as part of a 5-member team
- Competed in an intensive tax case study simulation, presenting solution to a board of Deloitte tax professionals
- Trained for six months with Professor James Smith to memorize Internal Revenue Service tax codes, practice composing professional memos, and strengthen teamwork skills
- Selected as one of only nine regional teams in the country to participate in the national competition in Atlanta, GA
- Awarded second place out of a total of 77 teams nationwide

LEADERSHIP EXPERIENCE

Women in Business Club

Jan 20XX – Present

Wayne F. Gibbs Accounting Society

Sept 20XX – Present

William and Mary Division 1, Women's Basketball

Sept 20XX – May 20XX

SKILLS, LANGUAGES, AND INTERESTS

List applicable skills connected to field of interest & position

Technical Skills: SQL, Python, R, Stata, Adobe Analytics, Looker, MS Excel

Languages: Conversational French