

RESUME CRITIQUE CHECKLIST

Format

- One page in length for internships and entry-level positions
- Optimal font is Times New Roman, Arial, or Calibri (Body)
- Use no more than 3 font **sizes**; minimum font size is 10, maximum is 14 (for headers)
- Spacing and margins consistent throughout the resume; .5" minimum all around margin
- Use bullets, bolding and underlines sparingly to visually organize information
- All sections/categories should be clearly labeled
- Within each section, information is listed in reverse chronological order (most recent experience first)
- Save as pdf file with first and last name included in the file name

Writing Style

- No full sentences - each bullet point begins with a strong action verb
- No personal pronouns (I, me, my, we, etc.) The reader knows you are referring to yourself
- Do not use "Responsible for" and "Duties included" - start statements with a dynamic action verb
 - See Active Verb List handout for over 200 verbs listed by skill demonstrated
- Must be free of spelling and grammatical errors
- Experience descriptions specify individual skills and accomplishments and can include team outcomes
- Do not state "References available upon request." (It is understood)
- Have resume proofread by at least one other person; Come to Quick Advising or schedule an appointment

Information to Include

- Draw from: relevant coursework, class projects, internship or work experience, volunteering, research, leadership roles, campus organizations, community involvement, study abroad, honors, scholarships, publications, presentations, and language and technical skills
- Applicable additional information, such as awards and affiliations, is included, if relevant and space is available
- Include high school information only as a freshman or sophomore

Accomplishments

- Highlight **outcomes** of activities. For example:
 - Contributed to the zoo's Facebook account by taking and editing photos and videos of various animal exhibits and special events, helping to increase followers by 11%*
- Quantify accomplishments using numbers, percentages, and dollar amounts as measures of success

Relevance to Job Description

- Tailor** resume to specific internship or job requirements
 - Clearly highlight skills, knowledge, and responsibilities from the position description
 - Integrate position key words and industry acronyms when possible, map your skills to their work
 - DO NOT copy and paste word for word from position description
 - Order resume sections in terms of relevance to the job description to highlight strongest qualifications
 - Experience section titles should align with the reader, i.e. Research Experience, Volunteer Experience, Leadership Experience, Development Experience, Teaching Experience, Marketing Experience



REBECCA GREENGOLD

Williamsburg, VA • 804-221-XX35 • rjgreengold@email.wm.edu • linkedin.com/in/rjgreengold

EDUCATION

William & Mary, Williamsburg, VA
Bachelor of Arts Major: Anthropology Minor: Psychology
Overall GPA: 3.4

Listing your high school is an option through W&M sophomore year

Include GPA ≥ 3.0

May 20XX

Study Abroad, **Santiago de Compostela Spain**

May – June 20XX

Relevant Coursework: International Marketing

SKILLS

Optional section; list applicable skills connected to field of interest

Computer: Excel, PowerPoint, Publisher, Photoshop, Premier Elements (video editing)

Social Media: Instagram, Twitter, LinkedIn

Language: Conversant in Spanish

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 and industry experience - Research Experience, Marketing Experience, Event Planning Experience, etc.

RELEVANT EXPERIENCE

Marketing Intern, Indianapolis Zoo, Indianapolis, IN

June – August 20XX

- Created a Safari Adventure Guide with Publisher and Photoshop, utilized by approximately 5,000 elementary school children throughout the summer
- Coordinated six focus groups comprised of teachers, parents, and children in order to effectively guide content of Safari Adventure Guide
- Initiated the zoo's first Instagram account, focusing on a new panda exhibit, which generated over 10,000 followers
- Contributed to the zoo's Facebook account by taking and editing photos and videos of various animal exhibits and special events, helping to increase followers by 11%

Event Assistant, Heritage Humane Society, Williamsburg, VA

June – August 20XX

- Developed and maintained "Tails on the Trail" event website, including description, graphics, photos, and registration activity
- Assisted with marketing and implementation of "Drool in the Pool" event, handling social media posts, T-shirt design, and volunteer scheduling
- Wrote 12 separate blog posts, documenting and promoting "Animal Camp," attracting 98 new followers

LEADERSHIP EXPERIENCE

Representative, Student Athlete Advisory Council, Lacrosse Team, William & Mary

August 20XX – Present

- Elected to Leadership Council by peers to serve as a liaison between coaching staff and team members
- Collaborate with group of 26 female athletes to set, monitor, and reach team goals
- Participate in Colonial Athletic Association meetings, giving input on proposed NCAA legislation

MEMBERSHIPS

Section heading can also be Professional Development, Activities, or other applicable descriptor

Member, Lacrosse Team, William & Mary

August 20XX – Present

- Devote average of 20 hours per week to practice, travel, and competition on division I team, while managing a full academic course load

Member, Anthropology Club

January 20XX – Present

VOLUNTEER EXPERIENCE

Participant, Habitat for Humanity Trip, New Orleans, LA

January 20XX

- Teamed with a group of 10 students in the construction of a single family home and community center