

Résumé Checklist

Do

- Do use a 10–12 pt. easily readable font for the body text
- Do use a 6–8 pt. font for your address, phone number, and e-mail in a header
- Do list experiences within each section in reverse chronological order (most recent first)
- Do keep educational awards (scholarships, honors, etc.) in an awards section
- Do use the two-letter postal abbreviation for states (e.g. Provo, UT)
- Do include each university/college (and location) attended with majors, minors, transcript GPA, and dates of attendance
- Do include the title of each position, the time spent in the position, the company/employer, and around 2–5 bulleted statements
- Do include both the month and year on dates
- Do consider including the hours per week for each experience
- Do bullet achievements under your experiences
- Do begin each description with an action verb (see *Résumés* for list)
- Do use past tense verbs for jobs that are in the past and present for jobs you are currently at
- Do quantify your descriptions with numbers
- Do check for typos and grammatical errors
- Do make sure all dashes between dates are the same length and have the same amount of space between each
- Do make sure that there is uniformity throughout your résumé

Don't

- Don't make your margins smaller than 0.7 inches on all sides
- Don't use a résumé template/wizard—use your own instead
- Don't center or justify text
- Don't use graphics, shading, or color
- Don't use more than 2 fonts
- Don't go over 2 pages
- Don't label “e-mail,” “phone,” etc. (it's obvious that 801-222-2222 is a phone number)
- Don't include an unprofessional e-mail address (e.g. allamericanhottie03@hotmail.com)
- Don't use an objective/purpose statement
- Don't include anything from high school (besides Eagle Scout)
- Don't include GPA if it's below 3.7
- Don't list your LSAT score
- Don't include references or “references available on request”
- Don't use personal pronouns (e.g. I, my, me)
- Don't list basic computer skills such as Microsoft Word, Excel, typing, etc.
- Don't use jargon that people who don't work in your field wouldn't understand
- Don't list your mission as “Service Missionary” or “Volunteer Representative”—use “Proselytizing Missionary”
- Don't include your blog or website
- Don't use complete sentences or end punctuation

*See also *Résumés*