

John Brown University
Career Services
Student Resume Checklist



JOHN BROWN UNIVERSITY

Career Development Student Resume Checklist

FORMATTING

- Use the CDC website (www.jbu.edu/cdc) for resume help and examples.
- Use several resume templates as your guide.
- Keep resume to one page in length.
 - i.e. Use a one-page resume if you have less than 10 years of experience, you are pursuing a radical career change, and/or your experience is not relevant. Use a two-page resume if you have 10 or more years of experience related to your goal, your field requires technical or engineering skills, or you need space to list and prove your technical knowledge.
- Make sure your information fills the page without looking crowded. Keep font sizes 10, 11, or 12 pt. for text and 12, 14, or 16 pt. for headings and name. Set margins to approximately 1 inch on all sides.
- Emphasize major headings using capital letters, underlining or bold.
- Use Bullets, Bold, Italics, Underlining and Indenting appropriately.
- Proofread your resume to make sure it is free of grammatical errors.
- Keep spacing and formatting consistent throughout document.
- List dates consistently throughout the resume.
- Use only appropriate fonts (Times, Arial, Verdana, etc).
- Do not include pictures and/or graphics unless the job-seeker is a graphic design major.
 - Resumes should be kept to a traditional or classic format.
- Do not include personal Information (Age, Weight, Children, etc.).
- Never use contractions such as it's, don't, isn't etc. Instead say "it is," or "do not" or "is not."

NAME/ADDRESS

- Put your full name on the top line of the resume.
- Include complete mailing address.
- Include telephone number with area code (be sure it is a number where you can be reached).
- Make sure your email address is professional (University email address is recommended).
- If you are uploading your resume to a public forum such as Monster, consider only using your name and email address. Otherwise, you should have your full address information.

PERSONAL STATEMENT

- Your personal statement should be in lieu of an objective statement. The Objective Statement has become outdated.
- Personal statements should be like a short elevator pitch highlighting your skills and abilities.

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- An example of a Personal Statement for an experienced candidate is, “As a highly-motivated and results orientated manager within the boutique hotel sector, I have a proven track record of providing exemplary service to a broad range of guests, including VIPs and high-profile individuals.”
- An example of a Personal Statement for a recent graduate or a soon to be graduate is, “As a recent graduate from American University, with a degree in media communications, I have completed several internships within leading organizations such as TulsaTV. These placements have enabled me to develop not only specific media industry experience, but also a valuable and transferable skill set in this fast-paced sector.
- Target your personal statement/profile to the specific job you are applying for.
 - An example of a Personal Statement tailored to a specific job is, “A dedicated professional with 5+ years of experience in retail management. Specializing in maximizing site profits through employee retention and inventory control. Now seeking to contribute my experience, skills and expertise to the management team at Walmart Corporate.”
- Highlight key skills or qualifications relevant to the job and company you are applying for.

EDUCATION

- Write the full name of your degree and major, using no abbreviations.
- List the name of the institution that granted the degree, along with the city and state.
- Include the month and year of graduation or expected graduation.
- Do NOT list dates of attendance.
- Include GPA if it is 3.0 or higher.
- List the highest degree first.
- Also consider whether your education or your experience is your best selling point and which should therefore be listed first. Generally, new graduates list education first, while job-seekers with a few years of experience list experience first. When job-seekers add value to their education by attaining a masters or other graduate degree, they often switch education back to the more prominent position because it now becomes the prominent selling point.

HONORS

- List only honors earned after High School.
- List any Scholarships, Assistantships, Grants, Honor Societies, Deans Lists, and Awards.

SKILLS

- List any relevant technical skills.
 - Examples of technical skills are specific software capabilities, programming abilities, data analytics, research, certifications, etc)
- Reflect skill level accurately (proficient, working knowledge, etc.).
- Include language skills that are accurately reflected (fluent, conversant, etc.)
- Do not include vague generalities (such as “strong communication skills”).
 - Most people are proficient in Microsoft Office or Communication so consider being more specific with your skills.
- Leave off any outdated or obsolete skills.

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RELEVANT COURSES

- Only include courses relevant to the job you are applying for.
- Write full course names; do NOT use course numbers.
- Nursing students are required to include this section. Include “/Practicum” after any course title that has a practicum associated with it. For example: Adult Health Care Nursing/Practicum.

EXPERIENCE

- Include Internship/Co-Op Experience, relevant paid work, and relevant volunteer work.
- Include the position title, company name, city, state, and dates of employment.
- Begin each job description with an action verb. Use bullet points and action verbs when describing experience.
 - i.e. analyzed, developed, computed, proposed, managed, facilitated, reviewed, presided, adapted, organized, identified
- Focus descriptions on accomplishments. Do not use “duties included” or copy the job description from the company site.
- Quantify and qualify descriptions when possible (ex. Increased sales by 30%).

LEADERSHIP & ACTIVITIES

- List campus and community activities as you would a job or internship.
- Highlight leadership positions and describe accomplishments using bulleted points.
- Include Title, Organization, Location, and Dates of Participation.
- Generally, do not include organization names that reveal political affiliation, religious preference, racial/ethnic background, etc.
- Do not include High School activities.

ADDITIONAL CATEGORIES

- Use additional categories if relevant to the individual and the job being sought.
- Examples of additional categories include but are not limited to: Research, Publications, Professional Associations, Certifications, Licenses, Military Service, and Presentations.

REFERENCES

- May include statement “Available upon request” at the end of the resume when space allows.
- Do NOT include names and contact information for references on resume; list on a separate page.

UPLOAD YOUR RESUME TO OUR JOB BOARD

- Once your resume is finished and edited by you and at least one other qualified person, upload your resume to JBU Handshake for final review. You can upload it here:
<https://jbu.joinhandshake.com>