

STUDENT RESUME CHECKLIST

FORMATTING

- Kept resume to one page in length unless 10+ years of relevant work experience
- Reduced white blank space on resume
- Emphasized major headings using capital letters or bold
- Used bullets, bold, italics, underlining and indenting appropriately
- Proofread resume to make sure it was free of grammatical errors
- Kept spacing and formatting consistent throughout
- Listed dates consistently
- Used appropriate fonts – examples include Times New Roman or Arial
- Used 15 or 16 pt. font for name in heading; 11 or 12 pt. font for the rest of the resume
- Did not include pictures, graphics, logos, borders, color, QR codes, website links or rating scales
- Did not include personal information (age, marital status, children, citizenship, etc.)
- Set margins to ½ inch or 1 inch on all sides

NAME/ADDRESS

- Complete name is on top line of the resume
- Complete mailing address is listed
- Telephone number with area code is included
- FIU email address is listed. Optional: 2nd professional email address is provided

OBJECTIVE (OPTIONAL)

- Targeted to specific job applying for
- Did not use personal pronouns such as “I, me, my, we, our”
- Highlighted key skills or qualifications related to the job

EDUCATION

- Listed the complete name of the university, along with the city and state
- Wrote the full name of the degree and major
- Included the month and year of graduation or expected graduation
- Did not list range of dates of attendance, but wrote in month and year of graduation date
- Included GPA if 3.0 or higher for undergraduate degree and/or GPA if 3.5 or higher for master’s degree
- Listed the highest degree first
- Did not list high school diploma

RELEVANT COURSEWORK (OPTIONAL)

- Listed only courses relevant to the job applying for
- Wrote full course names, not course numbers
- Listed key academic projects, if relevant, to highlight transferable skills

EXPERIENCE

- Listed company name, city and state, position title and range of dates of employment
- Listed employment with most recent first by start date
- Began each bullet point with an action verb
- Focused on accomplishments in bullet points
- Quantified/qualified accomplishments when possible
- Listed all relevant paid work, internships and relevant volunteer work

LEADERSHIP ACTIVITIES

- Listed campus and/or community activities
- Highlighted leadership positions and described accomplishments using bullet points
- Listed leadership title, organization, location and dates of participation
- Did not include high school activities as they are no longer relevant

ADDITIONAL CATEGORIES

- Used other or additional information of any or all of the following:
 - Professional associations or affiliations
 - Certifications
 - Licenses
 - Languages (only list languages other than English) + specified level of fluency if not completely fluent
 - Computer skills (list specific computer software knowledge/skills)
 - Technical skills (leaving off outdated or obsolete skills)
 - Scholarships
 - Honor societies
 - Dean's List (list semesters when earned)
 - Awards
 - Research
 - Publications
 - Presentations
 - Military service (can be listed under experience)
 - Additional training (list only workshops/seminars/training that is relevant to position)
- If applicable, listed at the bottom the phrase "Open to Relocation" or "Willing to Relocate"
- Did not include the phrase "References Available Upon Request"



FIU's College of Business is among the 5% of elite business schools worldwide accredited by the AACSB International - The Association to Advance Collegiate Schools of Business.

CONTACT INFORMATION:

Office of Business Career Management

College of Business

Florida International University

11200 S.W. 8th St. CBC 121

Miami, Florida 33199

Web: cms.fiu.edu

Phone: 305-348-7396

E-mail: cms@fiu.edu