**Education**

|  |  |
| --- | --- |
| **☐** Degree on 1st line in bold, school and location below it in italics  **☐** Scholarships are listed using appropriate bullets/only recognition awards listed  **☐** Do not include references to high school |  |

**☐** Dates are correctly listed and aligned with far right margin – use expected completion, date completed, or convocation, whichever is most recent

**Work Experience**

|  |  |
| --- | --- |
| **☐** Include 3-5 achievement bullet points per work experience  **☐** Vary the action-oriented verbs used to describe achievements – no repeated words  **☐** 1st point should be greatest achievement, next achievement 2nd etc.  **☐** Reverse chronological order, including dates |  |

**Career Related Skills**

|  |  |
| --- | --- |
| **☐** Include computer/technical skills (programs or software) with level of proficiency  **☐** Include language skills with differentiation between proficiency in oral/written communication |  |

**Volunteer Activities**

|  |  |
| --- | --- |
| **☐** Found on second page as a separate section  **☐** Include at least one achievement bullet point per activity for a two page resume |  |

**Extracurricular Activities**

|  |  |
| --- | --- |
| **☐** Include at least one achievement bullet point per activity for a two page resume  **☐** Includes roles within affiliations, memberships, inside/outside school |  |

**Activities & Interests**

|  |  |
| --- | --- |
| **☐** Specific – list more than just “music” or “travel  **☐** Where? Type? How? etc. |  |

**Two Page Formatting**

|  |  |
| --- | --- |
|  |  |

**☐** Two page resumes – text on second page covers ¾ page

**☐** Two page resumes – only name, page 2, and email on top of second page

**☐** Activity bullets not carried over to next page