**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