



# RESUME CHECKLIST

Understanding format and customization strategies can increase your chances of being selected for an interview

## / LAYOUT\*

- Use 0.5" margins (Layout > Margins > Narrow)
- Consistent professional font (Cambria, Garamond, Calibri, etc., 10–12 pt.)
- Bold** and CAPITALIZE section headers
- Align dates to the right using the tab key
- Keep to 1 page for entry-level roles
- Save as PDF or recruiter's preferred format

## / HEADING

- Full Name in ALL CAPS (14–20 pt.)
- City, State | Phone | Professional Email | LinkedIn, GitHub, or portfolio (optional)

## / EDUCATION

- Full university name and full degree title (e.g., Bachelor of Science in...)
- Graduation month and year
- GPA if overall 3.0+
- Remove high school after sophomore year
- Add subsection of certifications if relevant

## / EXPERIENCE

- Incorporate keywords from job or internship description
- Start bullets with action verbs
- Present tense for current roles, past tense for previous
- Include dates as “month year – month year” or “month year – present (if currently working there)
- Include your title, company/organization name, and location (e.g., City, State)
- Quantify/include numbers to provide the scope of your skills and abilities (#, \$, %, time)
- Avoid personal pronouns (I, me, my)

## / EXTRACURRICULAR & VOLUNTEER

- Tailor to job description
- Highlight relevant leadership, skills, and involvement
- Include organization name, location, and dates

## / ADDITIONAL

- Add relevant sections as needed (i.e., SPORTS EXPERIENCE, MARKETING EXPERIENCE, SHADOWING HOURS, RESEARCH EXPERIENCE, TEACHING EXPERIENCE, etc.)

*\*Resume example/outline on page 2*

# FIRSTNAME LASTNAME

Morgantown, WV | (304) 293 – 5703 | firstnamelastname@gmail.com | LinkedIn Optional

## EDUCATION

### **Bachelor of Science/Arts in LIST MAJOR HERE**

West Virginia University | Morgantown, WV

Expected Graduation: May XXXX

GPA: #.# #

*Awards:* Honor Roll, Dean's List, President's list

*Organizations:* Student Org Name, Student Org Name

**Certifications:** List Certifications, CPR + First Aid, etc.

## EXPERIENCE

### **Intern Role, Company or Organization | Morgantown, WV**

Mar XXXX – Apr XXXX

- Focus on responsibilities and accomplishments relevant to the target role
- Use action-oriented, paraphrased statements guided by the job posting
- Structure: Action verb + what you did + how you did it (quantify when possible)
- List experiences in reverse chronological order (most recent first)

### **Role, Company or Organization | Morgantown, WV**

Jan XXXX – Feb XXXX

- Focus on responsibilities and accomplishments relevant to the target role
- Use action-oriented, paraphrased statements guided by the job posting
- Structure: Action verb + what you did + how you did it (quantify when possible)
- List experiences in reverse chronological order (most recent first)

### **Role, Company or Organization | Morgantown, WV**

Nov XXXX – Dec XXXX

- Focus on responsibilities and accomplishments relevant to the target role
- Use action-oriented, paraphrased statements guided by the job posting
- Structure: Action verb + what you did + how you did it (quantify when possible)
- List experiences in reverse chronological order (most recent first)

## EXTRACURRICULARS

### **Role, Student Org or Sports Team, WVU | Morgantown, WV**

Aug 2024 – Present

- Led and coordinated team operations, ensuring smooth execution of practices, games, and events.
- Managed scheduling of practices, tournaments, and team meetings while balancing strict deadlines.
- Maintained open communication between players, coaches, and executive board to foster teamwork and efficiency.
- Resolved team concerns, demonstrating strong problem-solving and leadership skills.
- Promoted a positive team culture, motivating athletes to achieve their personal and collective goals.

## VOLUNTEER EXPERIENCE

*Soup Bowls* | Morgantown, WV

*Organization* | Morgantown, WV

*Church or Organization* | Morgantown, WV

May XXXX

Mar XXXX – Apr XXXX

Jan XXXX – Feb XXXX