

## RESUME CHECKLIST

*Understanding format and target audience can increase your chances of being selected for an interview*

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### / LAYOUT

- .5 smallest margins (Layout > Margins > Narrow)
  - Use same professional font throughout (i.e., Cambria, Garamond, Georgia, Aptos, Calibri, Arial)
  - 10-12pt. size fonts
  - BOLD and capitalize (or all CAPS) section headers
  - Use the tab key to line up the dates on the right-hand side
  - Keep to 1 page at entry level (part-time jobs, internships, full-time jobs)
  - Incorporate key words and verbiage from job/internship description or program
  - No I's, me, my, mine (omit sentence fillers)
  - Convert to PDF or recruiter's preferred file format
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### / HEADING

- First and Last Name in CAPS (14 to 20 font)
  - City, State | (Area Code)-Telephone Number | Professional e-mail address
  - Incorporate professional profile (LinkedIn, GitHub, website, etc.)
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### / EDUCATION

- Include full name of university
  - Write out degree entirely (Bachelor of Arts OR Science in...)
  - Include expected or completed month and year of graduation
  - List overall GPA, not departmental
  - REMOVE High School in college sophomore year
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### / EXPERIENCE

- Refer to job/internship description responsibilities and key skills for tailoring
  - Start with action verbs; eliminate words like that, the, a, an
  - Use present tense if still working at the job
  - Use past tense for former jobs
  - Include dates as “month year – month year” or “month year – present (if currently working there)
  - Include your title, company/organization name, and location
  - Quantify/include numbers to provide the scope of your skills and abilities (#, \$, %, time)
  - REMOVE High School in college sophomore year
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### / EXTRACURRICULARS

- Refer to job/internship description responsibilities and key skills for tailoring
  - Expand upon campus involvement to showcase skills relevant to what you're applying to
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### / VOLUNTEER EXPERIENCE

- Include company/organization name, location, and dates
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### / ADDITIONAL RESOURCES

[CAHS Office of Student Success](#)  
[WVU Career Services](#)

# FIRSTNAME LASTNAME

Morgantown, WV | (304) 293 – 5703 | firstnamelastname@gmail.com | linkedin.com/in/firstlastname (optional)

## EDUCATION

West Virginia University – Morgantown, WV  
**Bachelor of Science/Arts in LIST MAJOR HERE**

Expected Graduation: May 2026  
GPA: #.## (List only if above 3.0)

*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** Jun 2024 – Present

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

**Role, Company or Organization – Morgantown, WV** Mon Year – Mon Year

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
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**Role, Company or Organization – Morgantown, WV** Mon Year – Mon Year

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- 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

Feb 2024  
Moh Year – Mon Year  
Mon Year – Mon Year