



Sigma Chi
CAREER ADVANTAGE

RESUME CHECKLIST ✓

There are several different types of resumes, and standards and expectations can vary by industry. Additionally, sometimes decisions about a resume are based on personal preference or opinion. This document is meant to serve as a checklist of the foundational elements to incorporate into a strong entry-level resume.

FORMATTING

- Fill all lines and page entirely, adjusting margins and line spacing so the document appears full but not crowded, minimizing blank space.
- Check document submission format requirements, likely should be submitted in PDF format.
- Utilize one font, one size, and one color throughout with exception of the header.
- Avoid graphic elements, charts, images, etc.
- Apply diverse formatting tactics (bold, capitalize, italicize, etc.) to distinguish content.
- All sections should be in reverse chronological order – the most recent entry first.

HEADER

- Your name should be the biggest font on the document.
- Use the name you prefer to be called.
- Only the city and state are needed, not the full address.
- Use a personal email account that includes both your first and last name rather than a .edu email.

EDUCATION

- Include university, degree, major, and expected graduation date.
- Only include GPA if over 3.5
- Only include relevant coursework if classes are genuinely relevant to the job/industry and can fill a line

EXPERIENCE/INVOLVEMENT

- Use simple bullet points.
- Include one thought per line using phrase structure, do not include periods.
- State clearly what specifically you did (roles/responsibilities) and the impact of your work.
- Articulate skills in each bullet point.
- Use strong action verbs in the correct tense.
- Entries should be similar in length/number of bullet points, with no single-bullet-point entries.
- Include relevant academic/extracurricular projects formatted like an experience entry.

SKILLS, AWARDS, CERTIFICATIONS AND ACTIVITIES

- Hard skills, languages, or software only, including proficiency level.
- Only include those that are relevant to the job or industry, or ask for in the application.

GENERAL

- No content from high school unless it is extremely relevant to job.
- Objective statements are not necessary, but if you include it keep it brief and highlight your skills.
- Customize your resume each time to the specific job; should be customized to each job description.
- Do not rely on AI or templates as many systems will filter these out.

For further information and additional review, we recommend contacting your university's career center. Most career centers welcome inquiries from alumni and undergraduates.