

# Resume Checklist

## Information:

Only necessary information should be included.

- Name
- Phone Number
- Email (If using school email make sure to change your email to have your full name present)
- LinkedIn
- GitHub

## Introduction (Optional):

### *Profile*

- Like a summary, this essentially is 2-3 sentences describing you.

### *Summary*

- This would best be applicable with a 2-page resume where you want to get your key points across.
- If you are going to create a summary of strengths make sure to include specific experiences to back these strengths up.

### *Objective statement*

- Balancing personal goals and value to employers in this statement.
- Focus on what you can offer to the company.

## Education:

- If your GPA is above 3.7, put it on there.
- Include Relevant Coursework and Relevant Projects
- If your extra-curricular involvements are sparse**, then make an extra effort to highlight skills and experience acquired through education.
  - Can be as simple as listing the relevant coursework to the position you're applying for
  - If not as obvious, a few bullet points may be needed to explain why the experience is relevant to the position
- If not in first year, omit your high school experience.
- Instead of "Nth year" put 20XX-20YY (Expected)

## Content:

### WHO Method:

*What you did: Tasks, responsibilities, projects or role*

State experiences that are relevant to the employer's needs as outlined in the job description.

*How you did it: Skills, strategies, or approach*

Demonstrating **relevant skills** learned/acquired through experiences.

- A relevant skill is a skill that is stated in the job description or implied to be needed/beneficial
- (eg. a consulting company will want to hear more about your engineering design classes, and a technical position will be more interested in your technical skills)
- If you cannot link a skill to an experience, then list it under a separate skills section.

Identifying transferable skills

- This would be identifying skills in non-engineering fields that could help in engineering.
- An example would be leadership as a skill and being the captain of some sports team.

Use plain language so that anyone in HR can somewhat understand your experiences

Use impactful words to help your experiences resonate.

PROPER GRAMMAR/SPELLING THROUGHOUT

Highlight soft skills within your experiences.

*Outcome: Achievement, result, impact on yourself or others*

Always try to quantify experiences and skills so THE employer can:

- Trust the information more, and
- Have a deeper understanding of your achievements.

## Format

If two pages, are you making good use of the 2 pages?

- Always aim to have a 1-page resume

Are the margins between lines wide enough such that the resume doesn't feel crowded?

Focus on short bullet points – one liner bullets

- Overall focus on having a visually pleasing resume

Does the resume make your information easy to digest (i.e. can the employer get a good idea of what your skills are within a short amount of time?)

- Tinker with bolding/underlining headings, changing certain font sizes, etc.

- Want to make it as easy as possible for reader to digest information as quickly as possible
- Are the headings effectively describing the content contained within that section?
- Place sections in order of relevance