



## RESUME CHECKLIST AND SAMPLE

### OVERALL

- Full name is at the top of the resume in a larger and bolder font than the rest of the text
- Address, phone number, e-mail address, and LinkedIn address is current and correct
- E-mail address is professional and one checked frequently
- Voicemail greeting is easy to understand and professional
- Resume is well laid out (i.e., not too crowded) and aesthetically pleasing
- Resume is limited to one page and margins are at least .50" margins on all four sides
- Font throughout resume is 10-12 pt.; consistent and conservative (e.g., Times New Roman, Arial, Calibri)
- Headings are clear and consistent in format
- Dates are consistent in format (January 2017 – March 2017 vs. 1/2017 – 3/2017)
- Punctuation is consistent throughout the resume
- Spells out acronyms in the first instance of appearance on a resume
- Resume is free of spelling and grammar errors; and, free of pronouns (i.e., "I," "me," or "my")
- Resume is free of exaggerations, lies, or excludes something you would not want to discuss in an interview
- Resume is free of personal data (e.g., birth date, marital status, photograph)

### EDUCATION

- Located immediately under resume header if still a student or recent graduate
- Includes entire degree name, major, institution, city and state of institution, and the month/year of degree completion
- Lists GPA if 3.0 or above
- Lists academic honors such as Dean's List, scholarships, etc. and includes context (e.g., number of semesters, criteria for selection, etc.)
- Lists relevant classes, class projects, thesis (with its title italicized), study abroad, etc.
- Only lists institutions where a degree was received (or in progress of completing)

### EXPERIENCE/EMPLOYMENT HISTORY

- Considers a Related Experience section for positions applicable to the job applying for
- Considers use of classwork and projects if work experience is insufficient
- Lists each experience in reverse chronological order (i.e., starting with the most recent job first)
- Includes position title, employer, city and state, dates of employment or class
- Lists 3 -5 bullet points that reflect quantifiable accomplishment statements for each experience listed
- Begins each bullet point with a powerful action verb describing accomplishments
- Use present tense verbs to describe current experiences and past tense verbs for past experiences
- Includes only skills important or relevant to the type of opportunity desired
- Employer can quickly scan resume and find key words and action verbs to easily determine the scope, purpose, and outcomes of each experience

### ACTIVITIES/VOLUNTEERISM

- Demonstrates important abilities or characteristics in the workforce and relevant to job applying for
- Includes leadership positions or other activities that demonstrate professional skills
- Considers the following format if space is limited on the resume: Title, Organization name, city, state, dates

### TECHNOLOGY AND LANGUAGE SKILLS; CERTIFICATIONS AND LICENSURE

- Lists all computer software, social media platforms, and/or languages relevant to the job applying for
- Indicates level of proficiency for each software, platform, and language
- Lists certificates or licenses applicable to the job applying for

### NEXT STEPS

- Request a resume critique with the Employment Prep Center via MySuccess: [myuh.hawaii.edu](http://myuh.hawaii.edu)

**EDUCATION**

**Kapi'olani Community College**, Honolulu, HI

Associate in Arts, Expected May 2022

Concentration: History; Cumulative GPA: 3.1/4.0; Dean's List (3 Semesters)

Relevant Coursework: History of the Hawaiian Islands, History of the Pacific Islands

**Josai International University**, Tokyo, Japan

May 2018—June 2018

One of 20 students selected to participate in intensive language study abroad program

List summer abroad experiences under the education section.

Use classes or research experience if you don't have work experience or extra-curricular activities related to the opportunity you are seeking.

**RELEVANT EXPERIENCE**

**University of Hawai'i at Mānoa**, Honolulu, HI

*Research Assistant, Department of History*, June 2018—August 2018

- Handled and translated over three years' worth of Hawaiian language newspapers in compliance with archival procedures
- Developed existing records management protocols to aid the literature collection and analysis of the kanikau project

Review your class syllabus to identify the skills you will gain from your courses.

**World History since 1500**, Kapi'olani Community College, Honolulu, HI

*Student in class taught by Dr. Wes Kane*, January 2018—May 2018

- Introduced to industrialization, ecological forces, and imperialism in various societies through lecture and readings, asked questions and independently followed up with professor to understand application to modern society
- Coordinated with team of four students to develop a group report and presentation examining East Asian cultural traditions

**WORK EXPERIENCE**

**The Office of Councilmember Brandon Elefante**, Honolulu, HI

*Legislative Intern*, August 2018—Present

- Monitor daily news on federal and targeted state education topics to identify federal funding and legislative policy opportunities
- Create summary reports and memos for legislative staff after attending weekly council committee meetings
- Engage and respond to over 60 constituents a week via phone, email and in-person to address their concerns on education, infrastructure, and sustainability

Working in public service has many transferrable skills. Here, Kaimana is demonstrating his research, writing, and customer service skills.

**Jack in the Box**, Honolulu, HI

*Restaurant Team Member*, January 2015—August 2017

- Achieved customer service policy by consistently demonstrating appreciation in all customer, team, and manager interactions
- Recognized by management for maintaining 100% accuracy rate when closing and balancing the register at the end of each shift
- Assisted night team in cleaning the dining and kitchen areas in accordance with company sanitation policy

Working in the hospitality industry has many transferrable skills. Here, Kaimana is demonstrating his skills in customer service, being detailed-oriented, and having a strong work ethic.

**EXTRA-CURRICULAR ACTIVITIES**

**Ecology Club**, Kapi'olani Community College

*Media Chair*, August 2018—Present

- Design graphics for all of the organization's promotional and outreach material distributed on campus
- Lead social media awareness campaign strategies that consistently results in over 300 likes for each post

Example of featuring two roles within the same organization.

*Active Member*, August 2017—August 2018

- Completed over 100 hours of community service for organizations such as 'Iolani Museum and Hawaii Nature Center

**Kapi'olani Community College Men's Intramural Volleyball Team**, Honolulu, HI

*Defensive Specialist*, September 2017—August 2018

- Practiced 20+ hours a week during season, 13+ hours a week during off season, while maintaining strong academic standing
- Competed with 11-person team to reach the semi-finals of the Diamond Head championship in 2017

Being an athlete can demonstrate leadership and work ethic.

**TECHNICAL & LANGUAGE SKILLS**

- MS Office: Access, Excel, PowerPoint, Publisher, Word; WordPress; Adobe Photoshop CS6
- Social Media Strategy: Facebook, Twitter, Instagram
- Independently completed Lynda.com technical courses in HTML, CSS, JavaScript
- Advanced Hawaiian (spoken, written, and comprehension) and basic Japanese (spoken, written)

List all computer software, social media platforms, independent technical classes attended, and/or languages relevant to the job applying for.