



Content

- My career objective is included toward the top of the resume in a headline, objective or qualifications summary.
- My resume is targeted to a specific career goal and not trying to be a one-size-fits-all document.
- I emphasize/highlight my abilities, skills and accomplishments.
- I use active power verbs to describe my work experiences and skills.
- I use proper text tense (current work/present tense, previous work/past tense).
- I avoid repetition of words.
- An employer can quickly scan my resume and find information easily.
- I have added a skill section/list of relevant courses to further support my career objective.
- My most recent/relevant educational information is included.
- GPA is included (if 3.0 or above).
- I have listed awards, honors, certificates, licenses, accomplishments, etc.
- Personal data is not included (ex: age, marital status, etc.).

Organization

- My name is at the top of the page (bolded, larger font size).
- My address, zip code, and telephone number with area code is included.
- My email address is included.
- The title of my degree is spelled out and in bold (ex: Associate in Applied Science).
- The organization of my resume emphasizes the key points I want to stress.
- Under “Education” and “Work Experience” the most recent information is listed first.
- Dates of work and job titles are clearly highlighted/emphasized.
- Categories are clear with text bulleted or indented to create eye appeal.

Appearance and Format

- Type style and font size is consistent throughout my resume (no smaller than 11pt. font).
- Margins, spacing, bolding, bullets, punctuation, date formats, and state abbreviations are consistent.
- I have avoided using personal pronouns (“I” or “me”).
- There is a nice balance of information on my resume (it doesn’t look crowded or empty).
- I have proofread my resume for typos, spelling and grammatical errors.
- List of references are on a separate page, to accompany my resume if required.

Overview

- My resume answers the following questions: Who are you? What do you want? Why should we hire you? What have you done? What do you know?
- I will submit my resume for critique to [MCC’s Career Services](#).