



# Resume Checklist

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- I have attended the Career Center resume building workshop or watched the presentation online.
- I have included a resume heading with contact information. My name is a 16-pt font size.
- My name or the heading with my name is on the second page.
- I used a heading format that did not take up too many lines.
- I removed the hyperlink from my email address.
- My resume contains an objective statement under the heading.
- My objective statement is concise, explains what I am seeking, and lists at least one of my strengths and how it will benefit the hospital.
- The content of my resume supports my career objective.
- I emphasized/highlighted my abilities, skills and accomplishments.
- In the Education section, I included my bachelor's degree with the title of my degree spelled out (Bachelor of Science in Nursing).
- I spelled "Texas Tech University Health Sciences Center" correctly.
- I use active power verbs, with the correct verb tense, to describe my work experiences and clinical skills.
- An employer can quickly scan my resume and find information easily.
- I have listed awards, honors, certificates, licenses, accomplishments.
- Personal data is not included (ex: age, marital status, etc.).
- The organization of my resume emphasizes the key points I want to stress.
- Dates of work and job titles are clearly highlighted or emphasized.
- Lists are clear with text bulleted or indented to create eye appeal. (Community service areas, certifications, and honors and awards do not need to be bulleted.)
- Type style and font size are consistent throughout (no smaller than 11 pt. font).
- Margins, spacing, bolding, bullets, punctuation, date formats, and state abbreviations are consistent. I've used bullets when possible, not paragraphs.
- I avoided using personal pronouns ("I" or "me"), except in the Objective Statement.
- There is a nice balance of information (it doesn't look crowded or empty).
- My resume is not longer than two pages.
- I have proofread my resume for typos, spelling and grammatical errors.
- I have had someone else proofread my resume for typos, spelling and grammatical errors.
- I have provided three references on a separate page, with a heading at the top.