



## **SLU PROFESSIONAL RESUME WRITING CHECKLIST**

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Start your resume review with these simple tips and book an appointment to receive additional support from the Career Specialist to highlight your potential and make sure you are viewed as a top candidate for your positions of interest.

### **FORMATTING:**

- Header including FIRST and LAST name in capital letters, 14+ size and bold font
- How to contact you (i.e., phone number and professional email)
- LinkedIn link (optional)
- Highlight of your qualifications section with 4 – 5 bullets
- 1 page unless you have relevant experience that will fill up 2 pages
- At least 1 – 1.5 cm margins
- Font size between 11 – 12 pts
- Font type is easily legible (ex. Calibri, Arial)
- Information is presented in reverse chronological order (i.e., most recent first)
- Important information is presented first
- Clear headings are used with border lines to highlight each section
- Dates are aligned to the right
- Simple bullets to highlight each phrase for job descriptions

### **DESCRIPTIONS:**

- Include the job title, company/ organization, city/state or city/country (international locations)
- Start with an action verb
- Keep the descriptions on one line
- Focus on accomplishments

**SEE RESUME TEMPLATE**