

## MSJ Resume Evaluation Checklist

Your resume is an important and indispensable marketing tool in the job search process. The following checklist will help you identify the main components necessary for an effective and high quality resume. If you need help with revisions or have questions, please do not hesitate to contact the Career & Experiential Education Center. We are here to help you through the process. Career counselors are available to review your resume and offer suggestions. You can contact us in several ways:

- ☞ For quick questions, AOL instant message us at “*MSJCareerCenter*”
- ☞ To speak with a career counselor via phone or make an appointment, please call 513-244-4721
- ☞ To email a career counselor, our address is: [career\\_center@mail.msj.edu](mailto:career_center@mail.msj.edu)

### **Personal Information:**

- Is located at the top of the page
- Includes your full name
- Includes your full address(es) - both current and permanent
- Includes your phone number(s) – both day and evening
- Includes your email address

### **Objective (optional but encouraged):**

- Is targeted toward a specific position or career field
- Provides a focus for the content of your resume

### **Education:**

- Includes the full name of the college (College of Mount St. Joseph)
- Includes the city and state where the college is located (Cincinnati, Ohio)
- Lists most recent degree accurately (ex: Bachelor of Science in Psychology)
- Lists the date or anticipated date of graduation
- Includes the complete title of majors, minors, licensures and certifications
- Includes GPA and scale if over 3.0
- Lists honors and awards (can be a separate section, if substantial)
- Lists entries in reverse chronological order if more than one educational experience is listed

### **Experience:**

- Includes the full name of the company or organization
- Includes the city and state where the company/organization is located
- Lists the dates the position was held (month, year to month, year)
- Includes the title of the position held
- Includes action skill statements emphasizing your relevant skills and accomplishments
- Each action skill statement begins with an action verb
- Action verbs are the appropriate tense – present tense for describing current positions, past tense for prior positions
- Lists entries in reverse chronological order

### **Activities and Memberships (College and/or Community):**

- Includes the full name of the company or organization
- Includes the city and state where the company/organization is located
- Lists the dates the position was held (month, year to month, year)
- Includes the title of the position held, if applicable
- Includes pertinent memberships and affiliations
- Emphasizes leadership roles
- Lists entries in reverse chronological order

**References:**

- Includes phrasing such as “available upon request”
- Does not include names and addresses of references

**Overall Appearance:**

- Looks like a professional document and is pleasing to the eye
- Is an appropriate length
- Includes name and page number on all pages if more than one page in length
- Page margins, font size and type are appropriate
- Is free of typos, spelling mistakes, and grammatical errors
- Bullet points, bolding, italics, and/or other highlighting is used consistently
- Categories are arranged in a logical order, presenting relevant information first