Resume Checklist

Formatting:

- Use universal fonts such as **Arial, Tahoma, Calibri or Times New Roman**
- Font size: **10-12 pt** for body of resume
- Use **Microsoft Word** or **Google Docs**-always **convert to PDF** prior to sharing
- Margins: should be even and spaced between **.65-1.0 inch**
- **Avoid** using columns, decorative bullets, text boxes or tables
- Keep document to **one page** for undergraduate students
- Text Alignment: **left align only**; do **not** justify text
- Use **bold** and **italic** for section headers and emphasis (use sparingly)
- Numbers: use numerals (e.g.-*6* instead of *six*; *30%* instead of *thirty percent*)

Writing & Style:

- Proofread multiple times, use spellcheck and have someone else review for errors
- Use consistent verb tense:
    - **Present tense** for current roles
    - **Past tense** for previous roles
- Use a consistent date format:
    - **09/24-8/25** or **September 2024-August 2025**
      (choose one format and use it throughout)
- **Do not** use personal pronouns (such as I, my or our) or complete sentences

Header/Contact Information:

- **Name-14-24** font size
- Include **City, State** only (no full street address)
- Include email address
- Include a customized LinkedIn profile URL (ensure it is up to date and matches your resume)

Education:

- **Molloy University, Rockville Centre, NY** first
- Spell out your degree:

  Bachelor of Science, Finance (or relevant major/minor)
- Date of graduation: May 20*XX* (no need to say "anticipated" or "expected")
- GPA Guidelines:
  - If **3.5 or higher,** include it (e.g., *GPA; 3.62/4.0*)
  - If between **3.0-3.49**, consider listing **Major GPA** instead (e.g. Major GPA: 3.6/4.0)
- Include any **certifications**, relevant training or licenses

Experience:

- List entries in **reverse chronological order**
- Include:
  - **Company/Organization Name**
  - **City, State**
  - **Position Title**
  - **Dates of employment** (Month/Year-Month/Year)
- For each role:
  - Start with a **strong action verb** (see verb list)
  - Focus on **accomplishments, impacts** and **results**
  - Include **metrics** when possible (e.g., *increased weekly sales by 18%*)
- Mention specific tools, programs, or software used
- Highlight leadership, creativity, problem-solving, or initiative

Additional Sections (if applicable)

Athletics / Clubs / Music / Volunteering

- List any leadership roles, awards, or offices held

Skills

- Include **technical skills**, **software proficiency**, and **industry-relevant tools**
- **Languages:** list any languages spoken other than English

✔ Final Step

Before submitting your resume, always have it reviewed, especially by the **Business Career Coordinator**.
A second set of eyes can help you catch errors, clarify content, and improve overall quality.