



RESUME CHECKLIST

wm.edu/career

Format

- One page in length for internships and entry-level positions
- Optimal font is something easy to read by a variety of readers (like Times New Roman, Arial, or Calibri)
- Use no more than 3 font **sizes**; minimum font size is 10, maximum is 14 (for headers)
- Consistency is key
 - Spacing and margins should be consistent throughout; .5" - minimum margins on all sides
 - Entries within sections should be formatted consistently; Check commas, dashes, etc.
- Use italics, bolding, and underlining intentionally to visually organize information
- All sections/categories should be clearly labeled
- Within each section, information is listed in reverse chronological order (most recent experience first)
- Keep in mind: Recruiters will typically take 6 seconds or less to skim your resume when first reviewing all applicants
- Save as pdf file with first and last name included in the file name; resave the file every month to avoid corruption

Resume Sections

- Name & Contact Information: This should be at the top of your resume. Include your address (city & state), phone number, & email address. (Use an email address you will check regularly)
- Education: This should be the first section of your resume
 - List the School as **William & Mary**
 - Include your degree (i.e. Bachelor of Arts, Bachelor of Science, etc.), major or double major, and any minors or concentrations
 - Dates – list the month and year that you will be graduating (if unsure, include anticipated or expected)
- Related Experience: Include experiences that are most relevant to the types of opportunities you are applying to
- Other Sections (all optional): Additional sections should include information that wasn't in your previous sections. This may include skills, research, volunteer experience, memberships or clubs/organizations, certifications, leadership, and/or interests
- Sections not to include: A professional summary or an objective is typically not necessary in an undergraduate or new professionals' resume
 - If you wish to share references, those should be sent in a separate document or uploaded online

Describe your Experience

- Include your position title, organization name, city/state, dates (month/year)
- Do not use complete sentences, get right to the point, each bullet point begins with a strong active verb
- Avoid using pronouns (I, me, my, we, etc.); the reader knows you are referring to yourself
- Use skill-based active verbs for each bullet point (see active verb list handout for over 200 verbs)
- Pay attention to verb tense: use present tense for current positions and past tense for positions you completed
- Focus on skills/accomplishments rather than tasks, highlighting what makes you unique and gives you full credit for your role within the organization
- Avoid using "Responsible for" and "Duties included" as these are passive voice
- Give results or intended purposes, quantify accomplishments using numbers, percentages, and dollar amounts

Applicant Tracking Systems (ATS)

- 98% of Fortune 500 companies automate their hiring process by using an ATS
- One function of an ATS is resume screening and determines if a live person will actually read your resume
- Some systems rank applicants based on how closely their resume matches the job description, some on keyword counts, while some have knockout questions
- Tailor your resume to the job or internship by using keywords that are found in the position description
- Do not use a resume template, they are difficult to make changes to and are not usually able to be read by an ATS
- Use long-form and acronyms for keywords (i.e. Search Engine Optimization (SEO))
- Update resume every 6 -12 months or as soon as you finish a position, while the experience is still fresh on your mind
- Have resume proofread by at least one other person; Come to Quick Advising or schedule an appointment



REBECCA GREENGOLD

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EDUCATION

Listing your high school is an option through sophomore year

William & Mary, Williamsburg, VA

Bachelor of Arts in Anthropology, Minor: Psychology, GPA: 3.4

Include GPA ≥ 3.0

May 20XX

Relevant Coursework: Archaeology, Linguistic Anthropology, History of Anthropology Theories

Study Abroad, **Santiago de Compostela Spain**

May – June 20XX

SKILLS

List applicable skills connected to field of interest & position

Computer: Excel, PowerPoint, Publisher, Photoshop, Premier Elements (video editing)

Social Media: Instagram, Twitter, LinkedIn

Language: Conversant in Spanish

This section can include work, volunteer, internship, campus leadership, and other experiences, and be organized based on relevancy to the field. Headings can highlight skill sets and industry experience - Research Experience, Marketing Experience, Event Planning Experience, etc.

RELEVANT EXPERIENCE

Marketing Intern, *Indianapolis Zoo*, Indianapolis, IN

June – August 20XX

- Created a Safari Adventure Guide with Abode Publisher and Photoshop, utilized by approximately 5,000 elementary school children throughout the summer
- Coordinated and moderated six focus groups comprised of teachers, parents, and children in order to effectively guide content of Safari Adventure Guide
- Initiated the zoo's first Instagram account, focusing on a new panda exhibit, which generated over 10,000 followers
- Contributed to the zoo's Facebook account by taking and editing photos and videos of various animal exhibits and special events, helping to increase followers by 11%

Event Assistant, *Heritage Humane Society*, Williamsburg, VA

June – August 20XX

- Developed and maintained "Tails on the Trail" event website, including description, graphics, photos, and registration activity
- Assisted with marketing and implementation of "Drool in the Pool" event, handling social media posts, T-shirt design, and volunteer scheduling
- Wrote 12 separate blog posts, documenting and promoting "Animal Camp," attracting 98 new followers

WORK EXPERIENCE

Server, *The Cheesecake Factory*, Virginia Beach, VA

May 20XX – August 20XX

- Provided quality customer service to guests in a fast-paced, high volume restaurant
- Conducted training sessions for 10 new servers; filled in as host on a rotating basis as needed

LEADERSHIP EXPERIENCE

Representative, *Student Athlete Advisory Council*, Lacrosse Team, William & Mary

August 20XX – Present

- Elected to Leadership Council by peers to serve as a liaison between coaching staff and team members
- Collaborate with group of 26 female athletes to set, monitor, and reach team goals
- Participate in Colonial Athletic Association meetings, giving input on proposed NCAA legislation

MEMBERSHIPS

Section heading can also be Professional Development, Activities, or other applicable descriptor

Athlete, *Division 1 Lacrosse Team*, William & Mary

August 20XX – Present

- Devote average of 20 hours per week to practice, travel, and compete while managing a full academic course load
- Collaborate with 20+ teammates to create a positive community of support and respect among athletes

Member, *Anthropology Club*

January 20XX – Present