

<b>Student Name</b>	<b>Reviewer Name</b>
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## Resume Approval Checklist

The Loeb Center requires resume approval for enrollment in the Charles Hamilton Houston Internship Program and eligibility to receive Loeb Center funding for unpaid internships, including through the Meiklejohn Fellows Program. Students NOT seeking resume approval are encouraged to review and follow this checklist when creating their resumes, as it covers widely recognized best practices for a basic resume. For several examples of how this could look in a real resume, see the [How-to-Guides](#) page of our website.

✓	You must meet all the criteria on the checklist (except in the optional section) for resume approval.
<b>General Format</b>	
	1 page
	Name is prominent and a larger font than any other text on the page
	Includes Amherst and/or home address, email, and phone number
	Font size 10-12
	Modern font style (Arial, Calibri, Cambria, Garamond, Georgia, Tahoma...)
	Margins between 0.5-1.0 inches
	Consistent use of bold, italics, indentations, CAPS, symbols, and bullet style
<b>Education Section</b>	
	Institutions are listed in reverse chronological order
	Each institution has the name, location, and relevant dates or anticipated graduation date
	Includes study abroad experience(s), when relevant
	Does <i>not</i> include non-academic awards or experiences
	Degree is spelled out (Bachelor of Arts)
	Includes major (if declared), prospective major (if not declared), and no major (if you have no idea yet)
	Includes GPA (if available), GPA formatted 3.36/4.00
<b>Experience Sections</b>	
	Each experience section title reflects the content within it
	Each experience is listed in reverse chronological order within the section
	Each experience includes the name of the organization, position title, location, and relevant dates
	The dates are month + year (e.g. June – August 2017), <i>not</i> seasons (Summer 2017)
	If the experience is ongoing, it should be formatted as June 2017 – Present
<b>Grammar &amp; Descriptive Statements</b>	
	No grammatical or spelling errors
	Statements begin with active verbs (e.g. prepared, marketed, managed, researched, etc...) and do <i>not</i> include passive phrases like “duties included” or “responsible for”
	Active verbs are in the correct tense (past tense for experiences that have ended and present tense for ongoing experiences)
	No personal pronouns (e.g. me, my, I, our)
	Includes concrete examples of what you did and, whenever possible, your impact or accomplishments. When relevant, include quantifiable results.
<b>Optional: Skills &amp; Interests Section</b>	
	Accurately indicates the level of proficiency for language or technical skills
	Does <i>not</i> include soft skills such as teamwork, communication, strategic thinking
	Shares <i>specific</i> interests that are not reflected in the rest of the resume (e.g. Salsa dancing, Boston sports teams, hiking in the Adirondacks, reading sci-fi, etc...)
<b>Targeting:</b> Not required for approval but <i>essential</i> for an effective resume. Every resume should be targeted to a specific industry, position, or organization. This means you will have many different versions of your resume. See the back side of this sheet for more information.	

## Targeting your Resume

Different employers seek distinct qualities and experiences from their candidates. To be a strong candidate, you must target your resume to the relevant industry, organization, and position.

### General Targeting Tips

- **Include your relevant coursework.** If you have completed courses that are relevant to your opportunity, include the names of classes in your Education section.
- **Create a Relevant Experience section.** This section should fall right under your Education section and contain any experience (paid, unpaid, extracurricular, volunteer, etc...) that is relevant to the position. You can also create sections that reflect relevant competencies (e.g. Communications Experience, Teaching Experience, Research Experience, etc.).
- **Focus on relevant experiences.** An experience is “relevant” if: (in order of importance)
  - It was in the industry of the position you’re applying for
  - You learned content/knowledge that relates to the work you would be doing
  - You developed skills in another industry that are “transferrable,” in other words, you could apply those skills in the position you’re applying for
  - It demonstrates hard work and dedication
- **Prioritize your bullets.** To capture the employer’s attention, your most important and relevant contributions and responsibilities should be listed first under each experience.
- **Use language that your target employers recognize.** Integrate the key words of a job description or industry to show your understanding of the job/industry/employer.

### Industry Specific Targeting Tips

Most industries have their own preferences for types of information and formatting in a resume. After your resume is approved, we recommend you meet with a career community advisor to have them review your resume and give you industry specific feedback. Below are a few **examples** of industry-specific tips...

#### Arts & Communication

- Whether you’re interested in journalism, film, writing, performance, or marketing, linking to a digital portfolio can offer employers the opportunity to see your skills in action and context.

#### Business & Finance

- Business and finance companies value academic achievements. Highlight your academics (GPA, study abroad, extra courses taken, awards, etc.) Include SAT/ACT or equivalent.

#### Education

- Use terminology important to educators in the organizations where you’re applying. For example, if you hope to work in a STEM field, familiarize yourself with the relevant pedagogies and key words of the [Next Generation Science Standards](#).

#### Government & Nonprofit

- For federal government jobs through USAJobs.com, use the resume builder to ensure you include all of the specialized information required. Use key words from the job description to describe your skills in order to be selected as a qualified applicant by the computer program doing the initial application review.

#### Health Professions

- If you plan to apply to medical school, highlight experiences that demonstrate the [core competencies for medical students by the American Medical Association](#), such as service orientation and cultural competence.

#### Law

- Emphasize experiences that demonstrate research skills, written and verbal communication skills, and problem solving ability. For law school applications, your resume can be longer than a page, but only include experiences that are substantive.

#### Science & Technology

- For tech, include side personal projects such as websites, apps, or other tools that you built outside of class to demonstrate your other technical skills. Include a link to your Github profile.