



Resume Checklist

In order for your resume to get approved on HireMizzouTigers.com (so you have full access to the site) be sure that it follows these guidelines:

An approved resume will:

Content

- ⇒ Represent you and your relevant experience
- ⇒ Include your complete local and permanent contact information: name, address, phone number, and email
- ⇒ List education appropriately—degree, university, expected graduation date, GPA (if 3.0 or over), minor
- ⇒ Include relevant work history
- ⇒ Spell out everything, including words in your address, the name of states, type of degree, dates, etc.
- ⇒ Include related professional information, like honors, awards, volunteer and internship experiences
- ⇒ Use bullet points that start with action verbs to highlight skills and work experiences
- ⇒ Expand and quantify your bullet points to give a better scope of your skills—no two-word statements!
- ⇒ List references' contact information on a separate page, using the same heading you used for your resume

Format/Design

- ⇒ Make formatting consistent—use of bullets, spacing, font effects, word tenses, and indentations should be easy to read
- ⇒ Prioritize everything listed—either list experiences in reverse chronological order (most recent first), or list the most important experiences first
- ⇒ Have correct spelling and grammar
- ⇒ Be one full page, no partial pages
- ⇒ Keep font and color professional

Your resume won't be approved if:

Content

- ⇒ It includes inappropriate personal information like hobbies, photos, age, personal interests
- ⇒ It includes abbreviations
- ⇒ It includes personal pronouns (I, me, you, etc.)—these are understood
- ⇒ It includes outdated and/or not applicable information (high school information)
- ⇒ It includes casual writing or slang terms

Format/Design

- ⇒ It has overwhelming fancy fonts or color
- ⇒ It is based on a resume template, which is unoriginal
- ⇒ It has excessive white space that makes the resume look sparse
- ⇒ It has partial pages—one full page should be sufficient for an undergraduate
- ⇒ References are listed on your resume—they should be on a separate page

If you would like additional help with your resume, please visit the MU Career Center. You may also view more than 60 sample resumes at <http://hiremizzoutigers.com/resources/>.

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