

CV CHECKLIST



CONTACT INFORMATION

- ☐ FULL NAME
- ☐ PHONE NUMBER
- ☐ EMAIL ADDRESS
- ☐ LINKEDIN PROFILE

PROFESSIONAL SUMMARY

- ☐ BRIEF SUMMARY OF YOUR PROFESSIONAL BACKGROUND AND CAREER GOALS

WORK EXPERIENCE

- ☐ JOB TITLE
- ☐ COMPANY NAME
- ☐ LOCATION (CITY, STATE)
- ☐ DATES OF EMPLOYMENT (MONTH AND YEAR)
- ☐ KEY RESPONSIBILITIES AND ACHIEVEMENTS

EDUCATION

- ☐ DEGREE(S) OBTAINED
- ☐ INSTITUTION NAME
- ☐ GRADUATION DATE (MONTH AND YEAR)
- ☐ RELEVANT COURSEWORK OR HONORS (IF APPLICABLE)

TECHNICAL INFORMATION:

- ☐ USE FONT STYLES SUCH AS TIMES NEW ROMAN, ARIAL, HELVETICA, VERDANA, OR CALIBRI. INSTITUTION
- ☐ TEXT SIZE SHOULD BE 10-12 POINT (11 PT FONT RECOMMENDED) THROUGHOUT THE DOCUMENT
- ☐ BOLD SECTION HEADINGS (E.G., EDUCATION, EXPERIENCE).
- ☐ CONSISTENT USE OF BOLD, ITALICS, AND UNDERLINING.
- ☐ START EACH BULLET POINT WITH AN ACTION VERB.
- ☐ IF YOUR RESUME IS MORE THAN ONE PAGE LONG, INSERT YOUR NAME AND PAGE NUMBER IN THE HEADER OR FOOTER.