



**CAREER CENTER**

**Professional Résumé Standards  
Checklist**

Career Center  
Lucina Hall Room 220

Résumés and résumé formats are as different as the people who create them. If you ask several different people for opinions about your résumé, you're likely to get more than one assessment.

However, most employers will agree on what makes an effective résumé and what information they need to make an informed decision about pursuing you over another candidate.

The following list offers suggestions and do's and don'ts based upon the Career Center's work with recruiters from all types of job and career fields.

**BASIC STANDARDS** – These are items expected for all résumés.

**Format and Appearance**

- \_ Consistent and appropriate fonts
- \_ Organized and consistent entry of information
- \_ Consistent headings and subheadings
- \_ Well-spaced, balanced appearance
- \_ Margins appropriate
- \_ Concise
- \_ Proper grammar
- \_ Proper punctuation
- \_ Correct spelling

**Definite Rejection Criteria**

- \_ No contact information
- \_ Personal information (hobbies, marital status, health, etc.)
- \_ Photograph
- \_ Too many errors (spelling, punctuation, etc.)
- \_ Obvious exaggerations
- \_ Errors in listing titles of Ball State degree(s) or academic major(s)

**REQUIRED INFORMATION** – Employers must have this information to follow-up with you, determine if your education is appropriate, and evaluate your related experiences.

**Identifying Information**

- \_ Name
- \_ Addresses (current and permanent)
- \_ City
- \_ State
- \_ ZIP code

- \_ Telephone number with area code (land line or cell phone)
- \_ E-mail address (check for appropriate username)
- \_ Web address for personal Web site (if used for online portfolio, etc.)

### **Education**

- \_ Degree(s) awarded
- \_ Graduation date (month, year)
- \_ Institution(s)
- \_ City, state
- \_ Major, minor, areas of concentration
- \_ GPA with grading scale (optional—usually appropriate is 3.0 or higher)
- \_ Honors/fellowships/scholarships (optional, or can be separate section)
- \_ Consistent format for multiple entries

### **Experience**

- \_ Organize by category (related, volunteer, internship, part-time, professional)
- \_ Position titles
- \_ Name of employer organization
- \_ City and state
- \_ Dates of employment (months and years)
- \_ Accomplishment statements (sentence fragments) starting with action words
- \_ Accomplishment statements quantified where possible
- \_ Past tense for past positions, present tense for current positions
- \_ Consistent format for multiple entries

**OPTIONAL INFORMATION** – Most employers like to receive these types of information, but won't necessarily knock you out of consideration if you don't include them.

### **Job Objective**

- \_ Specific
- \_ Includes job title or job function
- \_ Includes skills to be used
- \_ Includes action words
- \_ Includes type of organization/environment

### **Licenses and Certifications**

- \_ Title of license or certification
- \_ Name of awarding body
- \_ Dates

### **Memberships, Activities, and Professional Associations**

- \_ Names of organizations
- \_ Dates of membership
- \_ Leadership roles
- \_ Accomplishment statements with action words for leadership roles

**Skill Summaries**

- \_ Specific skills listed
- \_ Appropriate to job objective

**College Courses**

- \_ Course titles only
- \_ Appropriate to job objective

**Publications, Presentations, and Research**

- \_ Title
- \_ Date
- \_ Bibliographical information

**Military Service**

- \_ Branch of service
- \_ Rank at time of discharge
- \_ Service specialty
- \_ Relevant training or service schools
- \_ Leadership activities
- \_ Skills developed appropriate to job objective

**References**

- \_ "Available upon request" notation
- \_ Use separate reference page