Multi-Point Resume Inspection
Optimize Your First Year/Sophomore Resume

THE CITADEL
CAREER CENTER

Resumes are living documents that will consistently change and evolve with you. It is recommended that you update your resume every semester during your college experience. We highly recommend tailoring your resume to the job description you are applying for and the industry you are entering upon graduation. Utilize our downloadable resume samples from our website to get started!

Resume Inspection Rubric

Checked and in good shape.	
	Needs work.

Header Section

☐ ☐ Phone number listed has a voicemail that is ready to take phone calls with a professional recording.

☐ ☐ The email listed is one that I check frequently.

☐ ☐ LinkedIn address is only included if my LinkedIn has been updated and is ready to be viewed by others/hiring managers.

☐ ☐ LinkedIn profile address has been shortened without a lot of numbers after the name.

☐ ☐ Home address is shortened to city and state abbreviations. (Ex: Charleston, SC)

Education

☐ ☐ Education section is listed in reverse chronological order (if appropriate).

☐ ☐ High School information is removed for space if Junior+.

☐ ☐ Study abroad program(s) are listed (if appropriate).

☐ ☐ GPA is listed if a 3.0 or above.

Honors

☐ ☐ Honors should be listed if there are two or more honors. Example: Gold Stars and Deans List.

☐ ☐ Noteable awards or scholarships listed (if applicable).   More on back

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Experience

☐	☐	Experiences are in reverse chronological order (current to past) - include part-time, full-time, and internships.
☐	☐	All job titles are listed and can show promotion (if applicable).
☐	☐	All locations (Ex: Charleston, SC) and dates of employment are listed with the month and year range. (Ex: May 2022 - August 2022.)
☐	☐	All bullet points start with the proper tense verb (Example: present tense verbs if currently working in the job; past tense verbs for positions worked in the past).
☐	☐	All bullet points follow the formula: strong action verb + job tasks + outcomes (quantify if possible). Avoid the verbs learned and worked.
☐	☐	If the position isn't related to the industry in which you are entering, focus on your soft/interpersonal skills that you developed: leading teams (how big was the team?), training people (approximately how many people?), high-quality customer service (how?), etc.

Leadership (Optional)

☐	☐	Section is in reverse chronological order (if appropriate).
☐	☐	"Leadership Certification" is replaced with your rank title and showcases promotion (if appropriate).
☐	☐	Military acronyms are written out and not abbreviated.

Extracurricular Activities (Optional)

☐	☐	Section is in reverse chronological order (if appropriate).
☐	☐	Activities listed are appropriate for your industry/audience.
☐	☐	Bullet point(s) are formulated with strong action verb + task(s) + outcomes.

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Volunteer Experience (Optional)

☐ ☐ List volunteer experiences in reverse chronological order and only in which you served at least 90 hours+ in total.

☐ ☐ Bullet point(s) are formulated with strong action verb + task(s) + outcomes.

Relevant Coursework & Skills

☐ ☐ List higher-level course names (not course codes) if your audience expects that knowledge.

☐ ☐ List technical skills (technology; Microsoft Excel) and languages with proficiency level (ex: Advanced German).

Overall Formatting

☐ ☐ No significant white space.

☐ ☐ Margins are appropriate for content.

☐ ☐ Font types (and section titles) are all the same font.

☐ ☐ Font sizes are consistent with each section and easy to read.

☐ ☐ Spacing between each section title are all the same.

☐ ☐ Content fits on one page.

Review Your Resume with a Professional

We recommend you attend drop-in hours at The Citadel Career Center or make an appointment to have your resume polished before you start applying to internships or jobs. Having an industry professional comment on your resume content could also benefit you.