

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)
Professional Summary		
☐	☐	Refraining from using first person grammar, write a 3-4 line overview of your resume, highlighting major accomplishments and explaining your interest in the specific company or industry. Emphasize the value you can bring to them. This brief introduction is your first impression, so make it compelling to encourage further reading.
Education		
☐	☐	High School information is removed for space if Junior+.
☐	☐	Study abroad program(s) are listed (if appropriate).
☐	☐	GPA is listed if 3.0 or above.



Checked and in good shape.

Needs work.

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). |

Internship Experience (AND/OR) Project Highlight

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Internship experiences are in reverse chronological order (current to past listed by semester and year). |
| ☐ | ☐ | I have included my capstone project or an industry-specific project with detailed bullet points outlining the project objective(s), the approach taken, technical tools used, and final result. |

Work Experience

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Experiences are in reverse chronological order (current to past) - include part-time, full-time, and seasonal roles. |
| ☐ | ☐ | 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). |
| ☐ | ☐ | 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. |



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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. |

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. |

Overall Formatting

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | No significant white space. |
| ☐ | ☐ | Margins are appropriate for content and fits on one page. |
| ☐ | ☐ | 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. |

NOTE: 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.