Resume Checklist
Veteran Resume Guide

Your resume is always changing — it should grow as you gain new skills and experiences. If you're a veteran moving into the civilian workforce, update your resume often so it stays current. Make sure each version matches the job and industry you're applying for, and use clear, everyday language that shows how your military skills fit the role. You can use our veteran resume samples on our website to help you 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		
☐	☐	Write 3–4 short sentences that give an overview of your background, major accomplishments, and the type of work you want to do. Do not use "I" or other first-person words. Focus on your skills, experience, and the value you bring to an employer. Make it specific to the company or industry you are applying to.
Education		
☐	☐	Include your GPA only if it is 3.0 or higher
☐	☐	If you do not have recent college experience, list military schools, certifications, or technical training with dates of completion.

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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 (If Applicable)

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

☐ ☐ All job titles are listed and show promotions (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 task(s) + outcomes (quantify if possible).

☐ ☐ Focus on your soft/interpersonal skills that you developed: leading teams (how big was the team?), training people (approximately how many people?), etc.

Checked and in good shape.

Needs work.

Military Experience

☐	☐	Section is in reverse chronological order (if appropriate).
☐	☐	Military acronyms and rank titles are written out and not abbreviated or replaced with civilian-friendly job titles.
☐	☐	Highlight skills that fit civilian jobs — leadership, training, operations, project management, safety, or logistics.
☐	☐	List only awards relevant to the job and explain them if not widely known (Example: "Army Achievement Medal - Awarded for improving process efficiency").
☐	☐	Focus on your soft/interpersonal skills that you developed: leading teams (how big was the team?), training people (approximately how many people?), etc.
☐	☐	Use the job description to compose bullet points that highlight your transferable experiences.

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 a 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.