

## CHECKLIST FOR RÉSUMÉS

- Provide appropriate information: Your name, postal address, phone number (consider the message a prospective employer would hear when leaving a message), a professional sounding email address (i.e., jsmith@hotmail.com as opposed to sixpack@hotmail.com; career objectives or position desired; education; employment history; any special skills or awards; and information about how to obtain your references.
- Have you considered all relevant experience, such as volunteer work, internships, course work, and school programs?
- Use strong, active verbs to emphasize your accomplishments.
- Limit your résumé to one page. However, if your experience and education are extensive, a two-page résumé is preferable to a single cramped, unreadable page.
- Are the parts logically and effectively arranged? Education and work history, and other such information, should be listed in reverse chronological order with most recent activities first.
- Use bulleted lists or some other simple, clear, visual device to organize information.
- If an objective is included, is it accurate? (As a professional or career objective, students sometimes write that they seek “an entry-level position as a . . .” but an entry-level position is an immediate objective, not a long-term objective.)
- Are job descriptions unnecessarily wordy? (For example, “person with responsibility for” can be tightened to “manager” or “responsible for.”) Are all items in parallel grammatical form? (For example, in the list “writing proposals, trained new employees, planned staff meetings,” *writing proposals* needs to be rephrased *wrote proposals*.)
- Is any unnecessary information excluded (such as birthday, height, weight, sex, number of children, political or religious affiliation)?
- Keep the design simple for accurate scanning or electronic transmittal. Avoid images, unusual fonts, boldface, italics, or underlining. Also avoid using colored paper.
- As it appears on the page, is the résumé pleasing to the eye? It should be balanced, not crowded at the top or off to one side.
- Is the résumé error free? Misspellings, grammatical mistakes, and other errors may cause employers to ask, “If this person is careless in writing a résumé, what kind of work can I expect from him or her?”

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Aaron, Jane E. *The Little Brown Compact Handbook*. 5<sup>th</sup> ed. New York: Pearson, 2004. Print.

Ryan, Leigh. *The Bedford Guide for Writing Tutors*. 3<sup>rd</sup> ed. Boston: Bedford/St. Martin's, 2002. Print.

Hacker, Diana. *A Writer's Reference*. 6<sup>th</sup> ed. Boston: Bedford/St. Martin's, 2009. Print.

**Jeffrey  
Richardson**

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**Objective**

To obtain an editorial internship with a magazine

**Education**

Fall 2002-present University of Maryland

- BA expected in June 2011
- Double major: English and Latin American studies
- GPA: 3.7 (on a 4-scale)

**Experience**

Associate editor, *Latino Voice*, newsletter of Latino Club. 2008-present

- Assign and edit feature articles
- Coordinate community outreach

Photo editor, *The Diamondback*, college paper. Fall 2006-Fall 2008

- Shot and printed photographs
- Selected and laid out photographs and other visuals

Intern, *The Globe*, Fairfax, Virginia. Summer 2007

- Wrote stories about local issues and personalities
- Interviewed political candidates
- Edited and proofread copy
- Created "The Landscapes of Northern Virginia: A Photo-essay"

Tutor, Fairfax County ESL Program. Summers 2005, 2006

- Tutored Latino students in English as a Second Language
- Trained new tutors

**Activities**

Photographers' Workshop, Latino Club

**Portfolio**

Available at <http://jrichardson.localhost/jrportfolio.htm>

**References**

References are available on request.