



Resume Checklist

Personal Information ×

- Fits on two lines
- Font size for email, phone number, city & state, LinkedIn, Github, etc. is the same as the font size for the rest of the resume (between 10 and 12)

Education ×

- NC State listed first
- Degree written as "Master of"
- Degree date includes only the graduation (or expected) graduation month and year
- Includes GPA (after first semester)
- Course list is limited and highlights relevant courses

Skills ×

- Skills section is under education section
- Skills are organized by category not proficiency
- Skills list is honest and accurately reflects your skills
- Most relevant skills are listed first in each category
- Unique skills are listed

Work Experience ×

- All bullet points start with action verbs
- No bullet point starts with "used," "worked," or "responsible" or "the."
- All bullet points follow the action + skill + outcome formula
- Job headings use only one line
- Skills are not listed in job headings
- Bolding is limited and purposeful

Projects ×

- Project headings are general and reflect the type of project rather than the specific name
- Project descriptions start with an action verb
- Skills are embedded into the project description/bullet points NOT listed separately in the heading

Awards ×

- Job-related awards are listed as bullet points under your work experience
- Hackathons and other activity-related awards are listed in a new section titled "Leadership & Extracurriculars (or Activities)"
- There is no section titled "Awards & Achievements"

