



# Resume Check List

## Instructions

To create a resume, you must first select one of the provided templates and then:

- Begin by reviewing the internship description and highlighting all the requirements and preferred skills. Write these items down — these will become your resume's keywords.
- Do not change its style or layout — simply type your information directly into the template.
- Do not copy and paste your information from another document into the template. Instead, type the information directly within the template to ensure the fonts and spacing are not changed.
- Do not reorder, delete, or add new sections to the resume.
- You can delete items within a section (i.e., delete the second academic institution because you've only attended one higher education school) or add more items within a section (i.e., replicate a fourth place of employment as you've worked at more than the three jobs shown in the template).
- Use this checklist to make sure your resume is ready for submission.
- Save your resume as "First Name Last Name HIP Original Resume" before submission.

## Contact Information

Keep this simple and don't take up too much room with your contact info.

- ☐ Did you use your LaGuardia Community College email address and confirm that it is correct?
- ☐ Skip the social links
  - LinkedIn is the only social handle that is universally considered professional and is optional. If you choose to include it, it must be robust, up-to-date, and utilize a custom short-form URL (i.e., linkedin.com/in/mlirtsman)
- ☐ If you do not wish to share your full address, you can simply share the City, State, Zip or Borough, State, Zip (i.e., Long Island City, NY 11101 or Queens, NY 11101)

## Summary

Review the internship requirements and description carefully — then create 3-5 bullet points about yourself that are directly related to the internship requirements.

- ☐ Did you write your bullet points in present tense?
- ☐ Were you able to incorporate any keywords from the internship description?
- ☐ Did you include any relevant technical skills like programming languages or software expertise?
- ☐ Did you include any language fluencies?

## Education

Because this is a student resume, your education is listed above experience.

- ☐ Did you include your Anticipated Graduation Date? If not applicable, you can delete.
- ☐ Can you include your GPA?
  - If you feel your GPA is not strong, you can choose to delete this item from the template. However, you must include it if a minimum GPA is listed as a requirement.
- ☐ Did you include relevant coursework?
  - The classes should be relatable to the internship or the field it is in. If you have a significant amount of non-academic experience or have not yet taken enough relevant coursework, you may delete this item from within this section.
- ☐ Did you ensure schools are listed in order of most recent on top? Typically you will only include colleges and universities unless you attended a competitive and well-known high school.
- ☐ Did you include the dates of attendance for each school you attended?

## Experience

*Review the internship description keywords list. Try to write 2-4 bullet points that show how you may have gained familiarity or successfully utilized those skills in each role. Even if the work environment was different (for example, the internship is in a professional office vs. your past restaurant job) you likely have learned keywords such as multitasking, organizational skills or other.*

- ☐ Did you clearly include keywords and skills from the internship description into your bullet points?
- ☐ Did you ensure places of employment are listed in order of most recent on top?
- ☐ Is your tense correct? Past jobs should be written in past tense (i.e., Answered phones) and current jobs should be written in present tense (i.e., Answer phones).

## Notable Achievements

*Brag a little! List your academic and extracurricular achievements that are relevant to this internship or industry. Achievements may include successful special projects, research papers, and end-of-year presentations at conferences, membership of clubs or societies, elected office, volunteer roles or awards you have won.*

- ☐ Are these achievements relevant — do they showcase a technical expertise or soft skills such as public speaking, organization or leadership?
- ☐ Is your resume less than one page? You can use this area to add more details about your achievements.

## Overall

- ☐ Can your resume fit on one page?
  - If not, you may be able to edit the descriptions to be more concise or remove bullet points that do not speak directly to the internship's description. Most student resumes should be one page.
- ☐ Are all styles consistent? (i.e., are your hyphens - vs — vs in the dates?)
- ☐ Are all the font styles, sizes, and effects the same as the original template?
- ☐ Are you missing any information?