

# RESUME CHECKLIST

SIUE CAREER DEVELOPMENT CENTER

Career  
Development  
Center

PROFILE

A profile, objective or summary is not required. If you choose to include any of these, they should be closely connected to the position/role you are applying for.

CONTACT

**INCLUDE:**

- Your legal name. If you have another name that you prefer, include this as well.
- One professional email address, Phone number
- At minimum, the City and State in which you live.

**OPTIONAL:** LinkedIn Page, Pronouns

EDUCATION

**INCLUDE:**

- List full title of institutions you are degree seeking or have obtained degree from.
- List full degree title + major
- Expected Graduation: Month, Year or if you have graduated, the Month, Year when you earned degree.
- Certifications/Licenses

**SAMPLE:**

Southern Illinois University Edwardsville (SIUE)  
Degree Title, Major  
Minor:/Specialization:/Focus Area:

**OPTIONAL:** GPA

EXPERIENCE

- EMPLOYMENT HISTORY
- INTERNSHIPS/CO-OP
- LONG TERM RELEVANT VOLUNTEER WORK
- CLINICALS, STUDENT TEACHING

**INCLUDE:**

- Employer Name
- Job Title
- Dates of Employment
- City and State of Employer

BULLET  
POINTS

Using bullet points, describe the tasks you performed while integrating your skills that you want to market to the employer. Use correct verb tense. Do not use first person narrative.

## ACTION VERB + TASK PERFORMED + CONTEXT

(HOW / WHY/ WHAT SKILL DID YOU DEMONSTRATE?)

**SAMPLE:** Collaborated with a team of four servers to efficiently serve customers.

OTHER SUBHEADINGS

- RELEVANT COURSEWORK
- ACADEMIC PROJECTS
- CAMPUS INVOLVEMENT
- TECHNICAL OR COMPUTER SKILLS
- HONORS/AWARDS
- PROFESSIONAL ORGANIZATIONS
- LANGUAGES
- RESEARCH EXPERIENCE

Anything you want an employer to know about you because it is relevant to your career path should be listed!

BEST PRACTICES

- If you choose a resume template, make sure that it is easy to read and update.
- Do not include irrelevant personal information - birthday, marital status, hobbies.
- 1 page resumes are typically acceptable unless you have enough relevant information to cover 1.5 pages.
- Always check for grammar, misspelling.
- Make sure that your resume is clearly organized and consistent in styling.

# Building a Great LinkedIn Profile

From Purdue University Business Career Services: <https://business.purdue.edu/careers/resources/linkedin.php>

Here's everything you need to know about tricking out your LinkedIn profile — from crafting a stunning summary to selling your accomplishments, projects, and skills — in one place.

## Put in the Time to Make it Awesome

Simply put, the more complete your profile, the better the odds that recruiters will find you in the first place. So, don't get lazy — fill out every single section of your profile.

## Get a Custom URL

It's much easier to publicize your profile with a customized URL, rather than the clunky combination of numbers that LinkedIn automatically assigns when you sign up.

## Choose an Appropriate Photo

Choose a clear, friendly, and appropriately professional image, and pop that baby up there. Not sure what "appropriately professional" means? Take a look around at what the people in your target company, industry sector, or business level are wearing. Match that.

## Write a Headline That Rocks

Your headline doesn't have to be your job title and company — in fact, especially if you're looking for jobs, it shouldn't be. Instead, use that space to succinctly showcase your specialty, value proposition, or your "so what?"

## Don't Waste the Summary Space

Ideally, your summary should be around 3–5 short paragraphs, preferably with a bulleted section in the middle. It should walk the reader through your work passions, key skills, unique qualifications, and a list of the various industries you've had exposure to over the years.

## Avoid Buzzwords Like the Plague

What do the words responsible, creative, effective, analytical, strategic, patient, expert, organizational, driven, and innovative have in common? They're the most overused buzzwords on all of LinkedIn.

## Show Off Your Education

Include your major and minor, if you have one, as well as highlights of your college activities. It's also appropriate to include study abroad programs and summer institutes. Don't be shy; your profile is an appropriate place to show off your GPA and any honors or awards you've won.

## **Treat Your Profile Like Your Resume**

Your resume isn't just a list of job duties (or, at least, it shouldn't be). It's a place to highlight your best accomplishments. Same goes for your LinkedIn profile: Make sure your experience section is fleshed out with bullet points that describe what you did, how well you did it, and who it impacted.

## **Show Your Achievements**

Recruiters spend countless hours scouring LinkedIn in search of the high performers. And when they find them, they contact said high performers. Knowing this, you'll serve yourself well to market yourself as a high performer in your summary and experience section (think action words, accomplishments, talking about times you've been promoted or hand-picked for projects).

## **Add Multimedia to Your Summary**

A picture truly is worth 1,000 words, especially when it comes to showcasing your work. LinkedIn lets you add photos, videos, and slideshow presentations to your profile summary. So instead of just talking about your work, you can show examples. Or show yourself in action. Or share a presentation.

## **Add Projects, Volunteer Experiences, or Languages**

Do you speak Mandarin? Have a project management certification? Volunteer for Dress for Success every weekend? Adding these “additional” profile features is a great way to showcase your unique skills and experiences and stand out from the crowd.

## **Have at Least 50 Connections**

Having 50 or fewer connections on LinkedIn tells recruiters one of three things: 1) You are a recluse who knows very few people, 2) You're paranoid about connecting with others, or 3) Technology and social media are scary to you. None of these are good. You really should have at least 50-100 people with whom you're connected as a starting point.

## **But Don't Add People You Don't Know**

If enough people reject your request and say they don't know you, LinkedIn can shut down your account. True story.

*Adapted from The Muse.com and LinkedIn*

# TIPS FOR USING SOCIAL MEDIA

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## BUILDING YOUR BRAND

- Build your brand EARLY!
- What do you want to be known for?
  - Tell people what to expect from you.
  - Show uniqueness
- Create profiles on professional social media sites (Ex. LinkedIn)

## CLEAN YOUR PROFILES

- Delete party photos & inappropriate cover/profile photos
- Delete unfit posts, status updates, etc.
- Update friends list

*Update profile information to reflect your most professional self!*

## TIPS FOR USING SOCIAL MEDIA

- Google yourself - see what others could find about you
- Follow people and institutions you are interested in
- Share posts by leaders or other professionals

- Participate in chat opportunities
- Connect with professional, peers, faculty, leaders, & alumni
- Communicate with recruiters about interests and applications

## SHOW YOUR SKILLS

- Edit profiles to include current and past employment & education
- Post relevant accomplishments, trainings, news, etc.
- Add information about hobbies, interests, & skills

- Include work examples; videos, PDFs, presentations, etc.
- Explain leadership roles & academic accomplishments

## BEST PRACTICES

- Be careful what you post
- Clean up pages once you start job searching
- Set your privacy settings
- Don't allow friends to tag or post anything about you (pictures, posts, status updates, etc.) without you knowing
- Use your best judgement

Before you put anything on your profile, ask yourself "*Would I want to be asked about this in an interview?*". If the answer is no, keep it off your page.

**Remember**- Regardless of privacy settings, anything you post online can be seen by employers.

## Resumé & LinkedIn Profile Peer Review

**You're the Hiring Manager:** Review your peer's resumé and/or LinkedIn profile using a quick scan and evaluate what you find. Most employers spend less than 10 seconds on an initial scan to determine potential fit. If the first scan aligns with their expectations, they may spend 30-60 seconds on a second scan looking for more specific details.

### Resumé Scan

Quickly Look For:	What Did You Find?	Feedback for Improvement?
<i>Degrees Earned</i>		
<i>Key Skills</i>		
<i>Primary Related Experiences</i>		

### LinkedIn Profile Scan

Quickly Look For:	What Did You Find?	Feedback for Improvement?
<i>Professional Headshot</i>		
<i>Descriptive &amp; Effective Headline</i>		
<i>Engaging &amp; Informative Summary Section</i>		
<i>Primary Related Experiences</i>		