



RUTGERS-CAMDEN

Career Advancement Center

Resume Checklist

RESUME REVIEW SERVICE

It is recommended that you have your resume critiqued by your Career Management Specialist

Email the Microsoft Word document to: careercenter@camden.rutgers.edu

Critiques take 5 business days, but may take longer during busy times of year, such as the week before a career fair.

RESUME FORMAT

- ☐ Begin with a blank Word document or approved template and a professional 12pt font (Times New Roman, Open Sans, Roboto, Lato)
- ☐ At the top: Name, Professional E-Mail, Phone #, **City and state only**, & LinkedIn Profile URL
- ☐ Keep resume to **1 page** (especially for an entry-level resume)
- ☐ Do not use columns, graphics, graphs, lines, tables, images, photos, color font, & or / symbols, acronyms, or anything that **Applicant Tracking Systems (ATS)** may not be able to read.

EDUCATION

- ☐ List education section at the top (under name & contact info)
- ☐ List most recent information first (i.e., List RUC First)
- ☐ Include your degree, major, expected degree (BS or BA), and "expected graduation date" (Month, Year)
- ☐ Omit your high school education
- ☐ Include full Associate's Degree (if applicable, i.e., AS or AAS)
- ☐ List your GPA if it is 3.0 or above (add honors /or study abroad)
- ☐ List 2-3 courses you did well in that are relevant to the roles you are applying for, or are relevant to your major

SKILLS

- ☐ List skills in a standard bulleted list (1 -2 skills per bullet point)
- ☐ Include 7-10 skills: both hard (technical) and soft skills relevant to the roles you are applying for.
- ☐ Ensure NACE competencies are listed, i.e., problem-solving, computer proficiency, communication, critical-thinking, and teamwork

EXPERIENCE

- ☐ List your paid professional experience from most recent to oldest, including city, state, company, job title, and dates (Month, Year – Month, Year).
- ☐ Include 3–5 full-sentence bullet points per role using action verbs, highlighting your skills, duties, and measurable outcomes.
- ☐ Use present tense for current roles and past tense for previous positions.

OPTIONAL SECTIONS

- ☐ **VOLUNTEER or PROJECTS**
- ☐ **ACTIVITIES** (omit high school)
- ☐ **CERTIFICATIONS AND AWARDS**
- ☐ **HOBBIES AND INTERESTS**
(Only if relevant to the roles applying for)
- ☐ **INTERNSHIPS, RESEARCH, FELLOWSHIPS**
- ☐ Add Portfolio link with examples of your work if applicable (writing / graphic arts majors)

*Resume
Templates*



SCAN HERE

PRO TIPS

- ☐ Create a cover letter to submit with your internship or job applications
- ☐ Update your "master" resume after every semester
- ☐ Name the document "first name, last name-year"
- ☐ Edit your resume for each application to tailor it to and optimize it for each role
- ☐ Check for grammar, typos, and spacing errors