<u>Resume Checklist for LiNC-IT Participants</u>

- Up to date information about education, employment, and volunteering experiences
- Include courses you have taken in college that are relevant to jobs you are applying to
- Write about what you did in past jobs or volunteering
  - Use a variety of [action verbs](#) when describing your experiences
- Read the job description, and then create a version of your resume that highlights who you meet the qualifications
- The first time you use abbreviations, define them; however, you do not need to define B.A., etc.
- If you link to a social media account, make sure it is relevant, professional, and not set to private
  - If you share your LinkedIn, make sure it is up-to-date and follows proper English conventions
  - If you have another social media account, only share it if it highlights your professional skills
- List a professional email address on your resume, e.g., not lip.gloss.luver08@mail.com
- Use indentation, bolding, underlining, and/or italics to help organize & format your resume
- Proper spelling
- Consistent and proper capitalization
- Consistent and proper punctuation
- Consistent formatting
- Ask for feedback on your resume from family, mentors, job coaches, etc.