

# GRADUATE STUDENT CHECKLIST

## KEY SECTIONS

- Heading with first and last name, phone number (xxx-xxx-xxx), UD email address
- Optional LinkedIn URL and/or relevant web links (e.g. github, blogs)
- Education
  - Institution name, location (city, state),
  - Degree with field of study and graduation month and year (put expected for future graduation date)
- Experience with section heading tailored to the position e.g. Research Experience, Program Management Experience
- Skills such as technical, computer, and foreign language skills

## FORMAT

- Aim for 2 page in length (1 page, if apply to management consulting positions)
- 0.5 – 1 inch margins
- Conservative, easy to read font at 10-12 point
- Each section is organized in reverse chronological order
- Proper use of tenses – present tense for current roles, past tense for previous roles
- Consistent format throughout the document
- Present most relevant information in the top third of the resume
- Neat, easy to read appearance with sufficient white space
- Exclude personal information and photo, if applied to positions in the US
- No errors, proofread thoroughly
- Save pdf version of the resume, email it to yourself for a final check before sending to an employer

## DESCRIPTION OF EXPERIENCES

- Start each bullet point with action verbs, remove extraneous phrase such as “responsible for”
- Skill and accomplishment-oriented description of experiences, not duties
- Quantify experiences to convey size and/or scale of projects, budgets, and results
- Incorporate keywords from the job description as much as possible
- Describe experiences in third person, avoid using personal pronouns
- Present information in a clear and concise manner
- Organize the bullets such that the most relevant information is presented first