

Resume Checklist

Overall

- Use the templates on the Fulton Schools [website](#)
- 0.25 inch to 1-inch margins, 10–12-point font (use bigger margins and fonts to avoid a big space at the bottom)
- In each section, most recent experience goes first (reverse chronological order)
- Use perfect grammar, punctuation, spelling, and capitalization
- Keep your resume to one page, unless PhD or >7 years of applicable professional experience

Summary

- Optional – if used, should describe your qualifications, and identify the role you are seeking (internship, etc.)
- Do not include “Objective”, either as a section or by using wording that describes your career objectives
- Do not include general statements such as “Hard-working, dedicated, ...”

Header

- Include one phone number and one email address
- Do not include street address
- Include a link to your LinkedIn profile (and GitHub, if applicable)
- Avoid use of emojis/icons for phone, email address, LinkedIn link

Education

- Major FIRST - know if BSE or BS, and BOLD it
- Show your graduation date (month and year). If you are in your first semester, show that (explains why you don't have a GPA yet) – such as “August 2021-May 2023”
- Always include GPA (out of 4.0)
- Include relevant coursework, to reinforce your focus area: not more than 5 courses

Technical Skills

- List technical skills relevant to the job (check job description); no soft skills
- Add certificates and certifications, if relevant

Professional Work Experience/Academic Projects

- Position: include company, location, and title
- Dates: Use beginning and end month and year for work experiences; semesters for academic projects
- Start all bullet points with an action verb – use past tense for completed work
- Include skills used – if you listed a skill in “Technical Skills”, identify where you got that experience
- Describe results (quantify impact whenever possible)
- Awards can be shown as results (“Best presentation out of 10 teams”)

Other Work Experience/Volunteering

- Follow the same formatting as for professional work experience and academic projects – be brief
- Mention accomplishments and transferable skills, not only day-to-day tasks

Extracurricular Activities

- List organization name and beginning and end month and year
- Include bullet point(s) with your participation

Additional Tips

- No photographs, motifs, graphics. No lists of hobbies. No mention of references.