

Chronological Résumé Checklist

BYU-Idaho Career Preparation | www.byui.edu/careerprep | careerprep@byui.edu
208.496.9801 | MC 129A | Last Updated June 14, 2019

The most powerful résumés are tailored to the needs and standards of their audience and show the applicant's impact and skills enhanced/utilized from their previous experience. The following checklist includes general CNC standards for creating a powerful resume.

Assess First-glance Appeal & Functionality

The quality of your résumé indicates the quality of work you will offer potential employers. Make it a reflection of your very best work.

- Is the résumé reader-friendly and functional?**
 - Does the format look professional? Does it draw the reader in?
 - Does your name and personal letterhead stand out? (You are the 'product' that is 'for sale'!)
 - Include phone, email, and LinkedIn URL
 - Only include city and state, or your entire address, if you are unwilling to locate to a new city
 - Is it easy for reader to find most important info?
 - Tools to help accomplish this: indentation, **bolding**, underlining, *italics*, ALL CAPS, easy-to-read font, proper order of sections and bullets, etc.
 - Is it free from typos, spelling errors, etc.?
 - Is there grammatical correctness and meticulous consistency throughout the résumé?
 - Section headings, dates, dashes/hyphens, indenting, bullets, spacing, font, underlining, etc.?
 - Do not use personal pronouns
- Is the résumé style in line with what the intended audience prefers/requires?**
 - **Are sections in 'audience-relevant' order?** For a college student or fresh grad, this typically means:
 - 1st Section: Education
 - 2nd Section: Experience
 - 3rd/4th Sections: Volunteer, Leadership, Skills & Accomplishments, etc.
 - Is there an appropriate balance of black and white space?

Education

- Is this section formatted consistently with the work experience section?
 - Company Name = University Name Location = City and state of university
 - Job title = Title of degree being pursued Date = Graduation month and year*
- Options for bullets:
- Minor and/or emphases
 - 3.5 or higher GPA
 - Relevant coursework/projects (include only when it adds unique value – include most relevant first)
 - Scholarships, relevant society or other extra-curricular involvement
 - Additional educational successes/accomplishments

* Do not need to include "Anticipated/Expected Graduation". They know what this date means.

Experience Sections

Create consistently formatted headings. Underneath each section, include bulleted content that proves your relevant skills and accomplishments.

- Are experiences formatted appropriately and consistently?
- Does each position include the following company name, job title, location, and dates in appropriate place?
 - **Note:** If students have BYU-I jobs where they serve as student 'CEOs', 'Managers', etc., their job title should have the word 'Student' in it to avoid sending an inaccurate message to employers.
 - Ex:** CEO for an IBC group should say 'Student CEO'
 - Ex:** HR Manager should say 'Student HR Manager'
- Have you effectively shown your impact in each experience? (See the bullets section below for details)

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Effective Bullets

Use the following to ‘paint a picture’ with words for the employer of how you can meet their needs:

- Do the bullets start with a powerful verb that draws the reader in? (past-tense for past positions)
 - Avoid weak verbs like “assisted” “helped” “worked”. The reader cannot tell what your specific role/impact is.
- Do the bullets make and back up claims that ‘show’, rather than just ‘tell’ what you have to offer (with methods such as those listed below)?
 - Showing accomplishments made
 - Showing skills utilized/developed/enhanced
 - Context (i.e., timelines, method(s) used, reasons/intended outcomes, etc.)
 - Quantifying
- Are the take-home messages (THMs)* communicated effectively?
- Are the bullets concise?
 - Does not necessarily mean short; it means to the point (not wordy) and powerful
- Do the bullets flow?
 - Can the reader easily grasp the THMs on the first read-through?
- Do the bullets represent the best you have to offer without overstating skills/accomplishments or being misleading?

*The THMs (or ‘take-home messages’) are the messages you want your reader to glean from your application materials about you and what you have to offer them. They include, but are not limited to, the top 5 skills/attributes that the audience wants.

Additional Qualifications or Supplemental Sections

Additional sections can include notable and relevant competencies or certifications from volunteer, extra-curricular, leadership, or additional academic/work experience, interests, etc. When deciding if an additional section(s) is a smart move for you, consider if this addition will add value to the case you are trying to make for yourself.

Note: Do not include controversial interests like hunting or being a member of the NRA

Missionary Experience: Consider the following guidelines:

- Is it included in the section and formatted in a way that will appeal most to this specific audience? (experience versus volunteer/service)
- Does it specify that it was full-time and volunteer?
- Does it describe positions and accomplishments* in terms of transferrable phrases and skills, rather than using church lingo?

***Do not** quantify baptisms as an accomplishment or leadership positions as promotions or use religious language