Wilkes University Resume Checklist

START WITH THE BASICS

- DO NOT use a template
- 12-14 pt. font
- Times New Roman or Arial font
- Black font
- No "I" statements
- No ending punctuation

- First and last name
- Underneath: phone number, city & state, email address, (school or personal, must be professional), personalized LinkedIn URL

First Last

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OBJECTIVE STATEMENT AND EDUCATION

- Objective Statement: short and simple
- Major and year status
- Discuss what you want to learn and knowledge you want to gain

- DO NOT include high school
- CAN include: academic highlights, research, and relevant courses

Objective Statement: *A Mechanical Engineering position in manufacturing operations and mechanical and development where mechanical aptitude and commitment to safety can contribute to profits and efficiency.*

(School Name | City, State)   (Month Year of expected graduation)

(Major, Spell out BS, BA, MBA, etc.)

You can add GPA, if over 3.0; Dean's List, Relevant Coursework, Academic Highlights including research

PROJECT, ACTION, AND RESULT

- **Project** — subject of the statement
- **Action** — the action verb, in the correct tense
- **Result** — what happened at the end
- **Possible Sections:** Relevant Experience, Volunteer Work, Work Experience, Activities, Leadership, and Civic Engagement

Helpful Tips!

- **DO NOT** write out soft skills such as organization, time management, professionalism, communicaton, leadership, etc. in the skills section.
- **Instead** use the action verb statements in your experiences section to display those characterisitics!

Action Verbs

Apply	Initiate
Collaborate	Launch
Collect	Market
Communicate	Maximize
Correspond	Modify
Distinguish	Obtain
Define	Offer
Foster	Recognize
Gain	Research
Guide	Stimulate