

Resume Critique Checklist



Career Services Office

call 330-966-5459
email careerservices@starkstate.edu
Twitter @SSCareerServ

Writing Style

- Do not use personal pronouns (I, me, we).
- Begin each bullet point with a strong action verb.
- Do not use the phrases “responsible for” or “duties included.”
- Be sure your resume is free of grammatical errors and typos.
- Do not use the phrase “references available upon request.”
- Use the present tense for a current position vs. past tense for a completed position.

Format

- The resume should be one page for entry-level internship and job applications.
- Use an easy-to-read font such as Times New Roman, Arial or Calibri (Body) fonts.
- Do not use more than three font sizes; minimum size is 10 and maximum is 14.
- Use bullets, bolding and underlining sparingly and with consistency to organize information visually.
- Label resume sections clearly.
- Within each section, list information in reverse chronological order (most recent experience listed first).

Information to include

- Think broadly about how your background is relevant to the position. Draw from relevant coursework, class projects, internships or work experience, volunteering, research, leadership roles, campus clubs, community involvement, scholarships, awards and technical skills.
- Include high school experience if you are a first-year student; after that, the resume should focus on college experience.
- Think about the “transferable skills” you gained from each experience. Transferable skills include but are not limited to
 - oral or written communication | interpersonal skills | working effectively in a team | leadership | research or analytical skills

Accomplishments

- The resume should emphasize activity outcomes; For example:
 - Planned and implemented a recognition luncheon for 50 members of the faculty and staff to raise awareness around student success.
- Accomplishments and outcomes are quantified by using numbers, percentages and dollar amounts as measures of success:
 - formula to demonstrate accomplishment in a bullet: action verb + skill (quantified) + task = strong bullet

Relevance to job description

- Many employers use applicant tracking systems to manage job applicants, and incorporating keywords can help get your resume noticed. Clearly mention and highlight on your resume the skills, knowledge and responsibilities from the job description.
- Feel free to include other sections and tailor your resume to the career industry or position you are applying for. Other possible resume sections include:
 - internship experience | language skills | publications | conference presentations | military service | professional affiliations
- Resume sections should be ordered in terms of relevance to the job description to highlight an applicant's strong qualifications. For example, if your volunteer experience most closely relates to the position, the volunteer experience section should follow the education section.

Applying online

- The best format to submit: save and upload your resume as a PDF to best preserve your formatting and prevent any inadvertent changes.
- Sometimes, when applying for positions online, you will have to copy and paste your resume into a plain text box. In this case, don't worry about the format; simply make sure all the pieces of your resume are pasted into the box.

LinkedIn

- Recruiters use LinkedIn as a way to further research and identify candidates for open positions. Often, if someone searches for you by name on the internet, your LinkedIn profile will be one of the first things to come up.
- Meet with a career services specialist to create a custom URL to inset in your resume header.
- Having a LinkedIn profile is increasingly important as you transition from college to career. While your resume highlights your accomplishments in a format that more closely resembles a list, your LinkedIn profile is your opportunity to tell your story through a narrative.
- Your LinkedIn profile should not be a regurgitation of your resume, rather it should complement it and show an employer another way to understand who you are as a potential employee.
- It's important to have your resume and LinkedIn profile reviewed by the Career Services Office at Stark State College to ensure you are effectively conveying your message to potential employers.

Your Name

Green, Ohio 44444 • 330-444-5555 • sresume0101@starkstate.net • www.linkedin.com/in/name

OBJECTIVE

Seeking a marketing internship with ABC Company to utilize strengths in communication and creative writing.

EDUCATION

Stark State College, North Canton, Ohio

Associate of Applied Business

Major: Marketing and Sales Management

Expected Graduation: **May 2022**

GPA: 3.3

SIGNIFICANT COURSEWORK

Consumer Behavior, Market Research, E-Marketing, Advertising, Computer Applications for Professionals

COMPUTER SKILLS

Programming Languages: basic C++, basic C#, HTML, JavaScript, PHP, SQL

Visual Design Programs: Visual Studios, Adobe Photoshop, Movie Maker

Social Media Administration: LinkedIn, Twitter, Instagram, Facebook

Microsoft Office: Word, PowerPoint, and basic Excel

INDUSTRY EXPERIENCE

Creative Link, Akron, Ohio

May 2020 – August 2020

Social Media and Intern

- Created weekly company update emails, reaching approximately 300 members of the staff and management team, announcing new client partnerships and community projects
- Integrated planning strategy and user research to create an interactive social media campaign, including Facebook, Twitter, and LinkedIn, increasing customer web interaction by 20%
- Spearheaded branding initiative, reviewing all marketing resources including fliers, pamphlets and trade show products to create consistency of logo recognition
- Conducted focus group with 25 participants, over a 4-week time frame, to assess response to new product launch, processed data, and formally presented to management team for application

WORK EXPERIENCE

Aultman Hospital, North Canton, Ohio

August 2019 – Present

Office Assistant (July 2020 – Present)

- Support staff of 20 integrating multi-tasking skills and professional communication to assist patients, administrative secretaries, lab assistants, and physicians while creating a positive guest experience
- Utilize professional communication and problem solving skills when interacting with up to 100 patients per day during the check-in process

Appointment Scheduler (August 2019 – July 2020)

- Demonstrated effective time management skills when managing calendars of 15 attending physicians, coordinating with 3 departments to ensure proper rotation and staff specialty utilization

LEADERSHIP EXPERIENCE

Jackson Middle School, North Canton, Ohio

July 2016 – October 2017

Basketball Coach

- Inspired 16 seventh grade athletes to practice teamwork, respect, and conflict-resolution through specialized training and workshops in addition to their daily workouts
- Increased seasonal record from 5 wins & 14 losses to 12 wins & 8 losses by developing specialized improvement plans for each student to meet their skill enhancement needs

CAMPUS INVOLVEMENT

Member, Student Advisory Council, Career Services, Stark State College

August 2019 – Present

Member, Student Government Association/InterClub Council, Stark State College

June 2018 – Present

VOLUNTEER EXPERIENCE

Relay for Life Participant, American Cancer Society, Massillon, Ohio

Spring 2019

Donation Processer, Haven of Rest Ministries, Akron, Ohio

April 2017 – February 2018

HONORS

Dean's List, Stark State College

Spring 2019, Fall 2020