



Resume Critique Checklist

Contact Information (Header)

- ☐ Name: Bold and largest text on the page
- ☐ City, State, Zip Code (optional: full address)
- ☐ Phone: Use a number with a professional voicemail
- ☐ Email: Use a professional address (e.g., not partygirl22@gmail.com)
- ☐ LinkedIn: Optional, but recommended for certain majors (customize your URL)

Professional Summary (not Objective)

- ☐ 2-4 sentence paragraph focused on what you bring to the job
- ☐ Include soft skills, technical skills, and a goal aligned with the role
- ☐ Who you are professionally (e.g., recent graduate in ____)
- ☐ Do not use first-person language (“I,” “my”)

Education

- ☐ List your current college (e.g., Stark State College)
- ☐ Degree and expected graduation date (e.g., “Associate of Applied Science, May 2026”)
- ☐ GPA (if 3.0 or higher)
- ☐ Relevant coursework (up to 6 courses)
- ☐ High school only if you’re a recent graduate or completed a related vocational program, remove after you complete your first year of college

Work & Related Experience

- ☐ Include paid work, internships, class projects, volunteering, and leadership roles
- ☐ Use reverse chronological order (most recent first)
- ☐ Format each entry:
 - Job Title, Organization, City, State
 - Dates of employment (Month/Year)
 - 2-5 bullet points using the formula: Action verb + Task + Result (quantified if possible)

Example: “Created a spreadsheet to track inventory, reducing monthly shortages by 15%”

Additional Sections (if they apply)

- ☐ Transferable Skills – include technical and soft-skills
- ☐ Certifications/Licenses (CPR, CDL, Comp TIA A+)
- ☐ Volunteer Experience
- ☐ Campus Involvement
- ☐ Awards and Honors

Content Tips

- ☐ Focus on relevant information gained from coursework, class projects, internships, or volunteer experiences
- ☐ Use key words from the job description or common terms associated with your major
- ☐ Resume sections should be ordered in terms of relevance to the job description to highlight the applicant’s strong qualifications.

Formatting & Appearance

- ☐ Keep it to one page unless you have 5+ years of experience
- ☐ Use easy-to-read fonts like Calibri, Arial, or Times New Roman (body text 10-12 pt; your name 16-18 pt)
- ☐ Set margins between 0.5 to 1 inch.
- ☐ Be consistent with bold, italics, bullet points, and spacing.
- ☐ Label resume sections clearly.
- ☐ Don't include personal data such as age, date of birth, marital status, religion, photos or references.
- ☐ Avoid images, graphics, or colored text on your resume. Stick to a clean, professional format that ensures compatibility with applicant tracking systems and maintains readability.
- ☐ Be cautious with pre-made resume templates. Some are not applicant tracking systems compatible and may restrict your ability to tailor your resume effectively.
- ☐ Proofread! Ask at least three people to review your resume content and format, including a Career Specialist from Stark State College.

Section Layout Tips

- ☐ Use clearly labeled sections: Contact Info, Summary, Education, Experience, Skills, etc.
- ☐ List experience in reverse chronological order (most recent first).
- ☐ Use bullet points to highlight actions and accomplishments.
- ☐ Quantify results when possible (e.g., increased sales by 20%).
- ☐ Avoid large blocks of text, keep sections skimmable.

Style & Grammar

- ☐ Start each bullet with a strong action verb (e.g., Designed, Implemented, Supported).
- ☐ Do not use personal pronouns (e.g., I, me, my).
- ☐ Write bullet points in phrases, not full sentences.
- ☐ Use present tense for current roles and past tense for previous roles.
- ☐ Check for consistent punctuation, verb tense, and spacing.

File Saving & Submission

- Save and upload your resume as a PDF to preserve formatting.
- File name format: FirstName_LastName_Resume.pdf
- If pasting into an online application box, remove formatting but keep clear section labels.

Support & Resources

- ☐ Schedule a one-on-one resume review with Career Services or attend a resume workshop.
- ☐ Visit www.starkstate.edu/admissions/careerservices/ for resume resources and sample resumes.
- ☐ Schedule an appointment:
 - Login to mySSC
 - Use the Toolbar on the left side, locate Starfish under the General tab
 - Choose the type of appointment, day and time