PennState
College of Information
Sciences and Technology

Office of Career Solutions and Corporate Engagement
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University Park, PA 16802
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RÉSUMÉ CHECKLIST

CHECK YOUR RÉSUMÉ FOR THE FOLLOWING:

☐ OVERALL FORMAT AND APPEARANCE

» No graphics
» Check for obvious spelling errors
» Document is only one page (traditional undergraduate résumé)
» Content is in reverse-chronological order—education, projects, and experiences
» Consistent use of underline, bold, italics, spacing, font, dates, etc.
» No references either within the resume or on an attached second page

☐ CONTACT INFORMATION

» Appropriate e-mail address—Penn State email address is recommended
» No photos
» Include a cell phone number, email address, LinkedIn URL, and city and state only as contact information

☐ EDUCATION INFORMATION

» Education listed first as "The Pennsylvania State University" or "Penn State University"
» Location of your campus (e.g. University Park, PA)
» Actual or expected graduation date. List as "Month Year" (e.g. May 2022)
» Cumulative GPA—not just Major GPA. Add Major GPA* - if it is higher than the Cumulative GPA
» Use "Bachelor of Science" or "B.S." not "Major" to define your degree
» Specify a major after Bachelor or B.S. - (e.g. Bachelor of Science, Cybersecurity Analytics and Operations) or (e.g. B.S. Information Sciences and Technology)

☐ SKILLS

» Include soft skills (communication, leadership), and foreign languages (if proficient)
» Include technical knowledge, languages, and software

☐ ACADEMIC OR RELEVANT EXPERIENCE/ PROJECTS

» Add course projects to demonstrate skills learned in the classroom
» Do not represent course projects with a company name attached as "work experience"

☐ WORK EXPERIENCE SECTION

» Chronological order, with most recent experiences first
» Bullet points (preferred). No paragraphs
» Pronouns or full sentences should not be used. Be concise using action verbs
» Check verb tense: past tense verbs for experiences that are not ongoing

☐ STUDENT INVOLVEMENT EXPERIENCE

» Chronological order, with most recent experiences first
» Include years of involvement
» Include leadership roles you've had, if any

Special Note - Addresses on Public Resumes:
Consider removing your street address from your resume for online application systems like LinkedIn, Indeed, Monster, etc.

Omitting your GPA can be a red flag to many recruiters and they may assume you have an extremely low GPA. Supplying only your major GPA may also be a red flag. If you are choosing to omit your GPA altogether, be sure that you are highlighting as many skills as possible and make a strong effort to interact with recruiters face to face whenever possible. Tell your story.

*NOTE: Determining your major GPA can be calculated using the link on the IST Careers homepage. This is only an estimate and should be identified as such.