



RESUME CHECKLIST

TIPS

Use this checklist prior to sending your resume to avoid common mistakes.

PERSONAL INFORMATION

First and last Name
Street Address
City, State, Zip
Phone number (include area code)
Email address (choose one that makes a professional impression)

OBJECTIVE (OPTIONAL)

Focused on the content of your resume
Specifies position or career field

EXPERIENCE

List companies/organizations you worked for in reverse chronological order (start with the company or organization you are currently working at)
Full name and address (city and state) of company or organization
Dates the position was held (month - year to month - year)
Title of position held
Bulleated list of responsibilities and achievements (Not more than 2-6 statements per job; begin with an action verb, e.g. reviewed, communicated, developed)

EDUCATION

Full name and address (city and state) of colleges you attended (if still enrolled, begin with this university)
Degrees you attained (or anticipated date of graduation)
Special awards and honors you earned
Cumulative GPA/ final grade (if a 3.0 or above)?

MEMBERSHIPS/ ACTIVITIES

Full name and address (university or city and state) of organization, title and dates of position held
List of accomplishments; emphasize leadership roles

SKILLS

Include skills related to the position/career field that you are applying for

Top Skills

Communication skills, Analytical Skills, Computer skills, Flexibility/adaptability, Strong work ethic, Interpersonal skills, Teamwork skills, Problem-solving skills, Initiative, Technical skills

REFERENCES

Include statement "References Available Upon Request" at the bottom of the resume
References are listed on a separate page, including name, organization/title, address, phone number and email

OVERALL APPEARANCE

Looks like a professional document
Is an appropriate length (1 page preferred, especially for most undergraduates)
Name and page number on all pages (if more than one page in length)
Page margins, font size, type, bullet points and other highlighting are appropriate and are used consistently
Free of typos, spelling mistakes, punctuation and grammatical errors
Content is arranged in a logical order, presenting relevant information first
Statements demonstrate major accomplishments rather than routine tasks/duties and results of accomplishments
Resume ends with strength (e.g. Skills, Activities section)



Speak with Confidence

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