

## Zarb GBCS MBA/MS Resume Checklist

The items listed below represent those elements that will ensure your resume best reflects your education and experience and help market you into your next career. If you are creating your resume from the beginning, use this as an outline to help produce the resume. Realize that developing a **general resume**, then **additional targeted resumes** toward each type of position you are seeking is critical in a challenging economy. Your resume will be changing constantly as you move through your degree program and your life experiences. Constantly update your resume to include new learning (classes, class research projects, certificates, software), experiences (part-time, internships, full-time ), achievements (upgrade your GPA, Honors, Awards, Scholarships) , competitions, leadership roles/activities, and/or related volunteer work. Be sure to make an appointment in the Zarb Graduate Business Career Services office to have your resume critiqued in your first semester and every semester thereafter as your career search becomes more targeted in your final semester. Sample Zarb Resumes are on the [www.hofstra.edu/zarbcareers](http://www.hofstra.edu/zarbcareers) website.

### CATEGORIES

\_\_\_ ALWAYS include at the top/header your NAME (and in slightly larger font size), and all contact information, address, cell number, permanent email (regular font size).

\_\_\_ Next, instead of using "Objective," use PROFILE, SUMMARY, PROFESSIONAL PROFILE which outlines your core credentials that will be important qualifiers for potential employers and proving matching skills to each opportunity. Core credentials should include relevant degrees & focus of study, years of full-time related position or industry experience, and critical skills and key words relevant to the job you are applying for.

\_\_\_ General categories to follow include EDUCATION, BUSINESS PROJECTS (or specific by major such as MARKETING PROJECTS, FINANCE PROJECTS etc.) PROFESSIONAL/EXPERIENCE, ACTIVITIES/LEADERSHIP, TECHNICAL/IT SKILLS, LANGUAGE SKILLS, ADDITIONAL INFORMATION (and the order may change depending on your years of full-time relevant work experience and what jobs you are seeking.)

### FORMAT

\_\_\_ Generally develop a one page resume, and if you have many years of full-time experience aim for 2 pages.

\_\_\_ Use simple block font style like **Arial** or **Calibri**. Roman can be hard to read and invokes "out of touch."

\_\_\_ Font size at least 10/11. Easier to read.

\_\_\_ Bold, capital letters, italic letters where appropriate and need for emphasis but be consistent.

\_\_\_ Skip titling your resume as "Resume." They know it. Don't waste the space.

\_\_\_ Format and layout make it easy to skim and easy to find key information.

\_\_\_ Accomplishments are bulleted.

### DETAILS

\_\_\_ Spell check! Nothing worse than looking unprofessional.

\_\_\_ Be honest. Do NOT put in false statements or information. Make sure the resume and any online profile (like Linked In) don't create contradictory statements.

\_\_\_ Use bold, descriptive words. Don't be vague, high level or use jargon.

\_\_\_ Avoid acronyms and abbreviations or letter-only designations.

\_\_\_ Don't write in first person, never use complete sentences with "I".

\_\_\_ NEVER put your social security number on the resume.

\_\_\_ Do not include references; those may change over time and should be provided as requested.

\_\_\_ Do not try to be cute or entertaining. Don't use pictures, graphics or "alternative" font for business resumes, with exception of possibly searching for creative/social media/marketing /advertising type position.

## **CONTENT**

\_\_\_ Personal contact information is accurate and includes full name, mailing address, phone numbers and email address.

\_\_\_ Include a clear professional objective or summary of qualifications.

\_\_\_ Use strong verbs.

\_\_\_ It is not necessary to display detail beyond ~15 years prior work experience. Summarize the older and less relevant background.

\_\_\_ If you've been in the work force five years or more, drop hobbies, unless directly pertinent.

\_\_\_ Skip "reference available upon request". They know you will give it to them.

\_\_\_ Use keywords and alternative key words that match the job openings.

\_\_\_ 2-6 statements /bullets of description per job.

\_\_\_ In addition to job title and responsibilities, includes accomplishments and impact statements. Avoids routine duties/tasks.

\_\_\_ Accomplishments demonstrate the use of key skills

\_\_\_ Include any awards for outstanding performance or results.

\_\_\_ If job experience doesn't allow displaying other skills acquired, outlines those in a skills section.

\_\_\_ Use action verbs