<p style="text-align:center">**RESUME WRITING CHECKLIST**</p>

As you're writing your resume, use this checklist to ensure your resume is the strongest it can be before submitting to employers.

GENERAL / FORMATTING	YES	NO
Resume fits on 1 page: *Case by case basis for "two pages".* It doesn't have to be the same format, as long as it looks professional.		
No spelling errors, grammatical errors, or typos. No abbreviations, no usage of "I,You,We".		
Margins and spacing are consistent throughout		
All section headers (SKILLS, WORK EXPERIENCE, e.g.), organization names, and position titles (include intern in title) are aligned: *Different sites have different templates in terms of left, right, and center headings. Resume scripter left right and center headings, falls into place with it being aligned. Resumes don't have to look the same, they just have to be professional.*		
All bullet points for Power Statements and Skills are aligned: Power statements begin with an action verb and not a personal pronoun. Minimum of three bullets		
Bold, italics, font, font size, and capitalization are consistent throughout. If people have two sentences on a single bullet point, separate into two.		

HEADING	YES	NO
Name, phone number, email address, and city are at the top: Email address must be professional at the top, if not use Year Up email address temporarily until the professional email is created. ** ISEM LinkedIn is required on resume Please use LinkedIn hyperlink).		
Email address is professional (we suggest using a @gmail.com account that includes your name / initials only)		

SKILLS	YES	NO
Skills listed are specific (a specific software, tool, or skillset), and not too broad (e.g., "hard working" or "reliable")		
Skills listed align with experiences you listed in your Work Experience section		

WORK EXPERIENCE	YES	NO
Each position header includes organization/company, position title, city, state, and start/end dates. All headers are capitalized		
All start/end dates are consistent, especially spacing and dash size (Dec. 2013 – Jan. 2015)		
Format of city/state is consistent (Boston, MA)		
The work experience should include the internship specific terminology, this is mandatory.		