

# EDUCATOR RÉSUMÉ REVIEW CHECKLIST

Areas that are not checked still need work!



NORTHERN ILLINOIS UNIVERSITY

Career Services

Division of Academic Affairs

## FORMAT

- Résumé fills the page but does not look cramped. Margins are at least .5" but no more than 1" on top, bottom, and sides
- Font for the body of the résumé is consistent and between 10 and 12 points
- Bullets are aligned and are all the same size
- Spacing between sections is consistent
- Italics, shadowing, and underlining** are eliminated to ensure good scanning by application systems
- Section headings are in all caps/bold and placement is consistent (left justification is best)

## CONTACT INFORMATION

- Name is in all caps/bold and in a font that is larger than the body of the résumé
- Street address, city, state, phone, email, portfolio link/LinkedIn address/website (if available) have been included (same size as the body of the résumé)
- Email is appropriate/professional – don't use an NIU email address
- All hyperlinks have been removed
- LinkedIn URL/website/portfolio link is included

## OBJECTIVE

- Objective is clear and states the position desired – tailored to the specific position/district

## EDUCATION

- NIU degree information is listed first
- Degrees are listed correctly and there is no "s" at the end of "Associate," "Bachelor," or "Master"
- Institution name, city, state, and month/year of graduation are included; major is listed
- Institutions where degree has not been completed are not included, other than current NIU degree
- High school diploma is not included
- Licensure information is included: IL Professional Educator License and endorsements

## EXPERIENCE

- An information line – **position title, organization name, city, state, and dates/semesters** – is given for each position listed
- Student teaching is listed first
- Bullets (closed dots or squares) are used before descriptions of accomplishments
- Each bulleted accomplishment phrase begins with a different action verb
- If periods are used after accomplishment statements, use is consistent
- Verbs are in present tense for current experiences and past tense for completed experiences
- Descriptions are clear and concise, and they qualify and quantify accomplishments whenever possible
- Keywords are used in descriptions
- Descriptions focus on unique accomplishments, not routine duties
- Clinical experiences/field experiences are described only if they increase the value to the résumé
- Transferable skills are emphasized in position descriptions that are not related to education
- No more than 5 or 6 bullets should be listed for any position
- Bulleted accomplishment phrases are no more than two lines long
- Pronouns are omitted from the descriptions
- Accomplishment statements are not repeated from position to position (mention accomplishments only once)

## EXTRA INFORMATION (Optional)

- Campus, community, and career-related honors/activities are listed if relevant
- Leadership roles (if applicable) are indicated
- Specialized Skills are listed if they add to the value of the résumé

## FINAL CHECKS

- There are no spelling, punctuation, or grammatical errors
- "References Available Upon Request" is omitted & References are not listed on the résumé
- No personal information (picture, age, date of birth, SSN, etc.) is given