

# Lerner Undergrad Resume Checklist

## For Resume Approval in Handshake

“DO”	“DO NOT”
<input type="checkbox"/> 1. One page only	<input type="checkbox"/> 1. No personal pronouns or demographics
<input type="checkbox"/> 2. UD education (major) listed correctly	<input type="checkbox"/> 2. No references
<input type="checkbox"/> 3. Consistent borders/line spacing	<input type="checkbox"/> 3. No templates
<input type="checkbox"/> 4. Consistent tenses	<input type="checkbox"/> 4. No lies or exaggerations
<input type="checkbox"/> 5. Consistent font style and sizes	<input type="checkbox"/> 5. No typos or grammar errors
<input type="checkbox"/> 6. “Hard”/measurable skills only	<input type="checkbox"/> 6. No use of photographs or graphics
<input type="checkbox"/> 7. 3 descriptive bullet points under “Experiences” / 2 bullet points for “Activities”	<input type="checkbox"/> 7. No hyperlinks
<input type="checkbox"/> 8. List experiences from most to least recent	<input type="checkbox"/> 8. No blank sections
<input type="checkbox"/> 9. Sans-serif font, such as Arial or Calibri	<input type="checkbox"/> 9. No “Objective” statements
<input type="checkbox"/> 10. Include personalized LinkedIn URL	<input type="checkbox"/> 10. No “designer” resume formats

An APPROVED resume meets the minimal requirements, but is NOT an indication of a “APPLICATION READY” resume for jobs and/or internships.

Meet with a [Lerner Career Counselor](#) or a Lerner Career Services Intern for dedicated and personalized resume guidance.

**Drop-In Hours for Resume Review**

**Weekdays, 12-4 pm**

**Lerner Career Services Center, 103 Alfred Lerner Hall**

