

FINAL RESUME CHECKLIST

After completing your resume, use this checklist to ensure that you have included (and excluded) information so that your resume can be as effective as possible.

Overall Appearance

- Is your resume one page?
- Is your formatting consistent? Have you used proper punctuation?
- Have you carefully proofread? Have you double-checked for typos?
- Is your formatting consistent with one of the Career Center's sample resumes?

Layout

- Have you used a professional font, such as Times New Roman, Garamond, or Arial? Is your font no smaller than 11 point?
- Have you used different typefaces (bold, italics, underline) consistently? Have you used them sparingly so that important items really stand out?
- Have you turned off hyperlinks on your email address?
- Have you avoided symbols and hyperlinks to prevent scanning errors?

Header

- Have you included your name, address, email, and phone number?
- Is your email address @law.gwu.edu or another professional email address?

Education

- Is EDUCATION your first section?
- Have you listed your education in reverse chronological order?
- Have you included graduation dates for each degree? (Transfer students may also include dates attended for the institution from which you transferred.)
- Have you been consistent in writing out or abbreviating your degrees? (i.e. Juris Doctor and Bachelor of Arts or J.D. and B.A.)
- Is your law school GPA, if represented, in compliance with the Academic Recognition & Grade Representation Policy (i.e. GPA to third decimal place)?
- Have you included honors, papers and activities associated with each degree?

Experience

- Have you listed your experience in reverse chronological order?
- Have you included employer name, location, dates, and job title for each job?
- Have you listed your responsibilities using action words?
- Did you use bulleted phrases in your descriptions?
- Have you focused on legal experience (e.g., litigation skills, legal research and writing skills, contract drafting skills, etc.)?
- Have you identified experience in substantive areas of law that are relevant to the position you are applying for?

Other Skills

- Have you included any language skills and your level of proficiency?
- Have you excluded all computer skills and knowledge of document review software?

Integrity

- Is your resume an honest representation of your education, experiences, and skills?