RESUME MINIMUM REQUIREMENTS
checklist

Name & Contact Information

☐ Full name included at top of resume

☐ Optional: Address including city, state,

    o May include current/local and permanent address

☐ Phone number

☐ Professional e-mail address (suggested USF email, or another that use your name not a nickname)

Education

☐ Name of Institution spelled out completely(i.e. University of South Florida, St. Petersburg)

    o List the city and state of the university you have attended/are attending

☐ Full name of degree earned or being sought (i.e. Bachelor of Art or Bachelor of Science, etc.)

☐ Field of study: major, minor, and/or concentrations

☐ Graduation Date (Month & Year) or anticipated graduation date instead of dates attended.

☐ Do not include High School Diploma on resume

Work Experience

☐ Name of Organization/Company

☐ Location including City and State

☐ Dates of Employment listed Year to Month Year (i.e. January 2013 to October 2013)

☐ Title/Type of Experience (i.e. Assistant Manager, Cashier, Intern, Volunteer, etc.)

☐ Description of experience, including duties and accomplishments in bulleted format

☐ Bullet points must begin with action words and demonstrate a skill, knowledge, or quality

☐ Avoid using any personal pronouns, such as I, me, my, etc.

General Requirements

☐ No grammatical or spelling errors

☐ No false or inaccurate information

☐ Do not include the following: photograph, gender, marital status, religion, ethnicity, date of birth, or any other personal identification information (i.e. SSN, U#)

☐ References should be a separate document and not included on resume

Layout & Design

☐ Margins should be at least .5-.7 on all sides or larger

☐ Font is easy to read and is a minimum of 10pt. font (For example we suggest: Times, Calibri, Tahoma, Garamond, and not fonts such as Comic Sans, Stencil, or any Script)

☐ Style and layout are consistent throughout page (including same font throughout, same heading styles, and spacing and alignment match up in sections)

☐ College/entry level resumes should generally be only one page

☐ If your resume is more than one page, subsequent pages should include name and page number