



# Resume Checklist

## Overview

Education, skills, and honors/awards are crucial components of a resume, each serving to bolster your candidacy in distinct ways. Education provides a foundational background, showcasing academic qualifications and dedication to learning, crucial for demonstrating expertise in a field. Skills highlight practical abilities, indicating your capability to perform specific tasks effectively, aligning with job requirements and showcasing your potential contributions. Honors and awards serve as tangible evidence of exceptional performance, distinguishing you from other candidates, validating skills, and reinforcing credibility, ultimately making you a more compelling candidate to potential employers.

## Education

### Degree(s) Earned

- List the degree(s) you have obtained.
  - Bachelor of Arts (B.A.), Master of Science (M.S.), etc.

### Major/Field of Study

- Specify your area of concentration or major subject.

### Name of Institution

- Include the full name of the university or college where you earned your degree(s).

### Location

- Provide the city and state (or country, if outside the U.S.) where the institution is located.

### Dates Attended

- Indicate the start and end dates of your enrollment or graduation.

### GPA (optional)

- If your GPA is noteworthy (usually 3.0 or above), you may choose to include it.

### Honors/Awards

- Mention any academic honors, scholarships, or awards received during your studies.

### Relevant Coursework (optional)

- If you lack significant work experience but have taken relevant coursework, you can list key courses that demonstrate your expertise in the field.



## Skills

### Technical Skills

- Proficiency in specific software, programming languages, or tools relevant to the job.

### Communication Skills

- Ability to effectively convey information verbally and in writing, including active listening and presentation skills.

### Teamwork/Collaboration

- Capacity to work collaboratively with others, fostering a positive team environment and achieving common goals.

### Problem-Solving

- Aptitude for analyzing complex issues, identifying solutions, and making sound decisions.

### Leadership

- Ability to lead and motivate others, delegate tasks, and manage projects effectively.

### Time Management

- Skill in prioritizing tasks, meeting deadlines, and managing workload efficiently.

### Adaptability/Flexibility

- Capability to adapt to changing circumstances, learn new skills quickly, and thrive in diverse environments.

### Attention to Detail

- Keen eye for accuracy and precision, ensuring high-quality work and minimizing errors.

### Customer Service

- Dedication to providing excellent service to clients or customers, addressing their needs and resolving issues satisfactorily.

### Analytical Thinking

- Capacity to gather and interpret data, draw meaningful insights, and make informed decisions to drive results.



## Honors/Awards

### Relevance

- Ensure the award or honor is relevant to the job or industry you're applying for.
- Highlight those that demonstrate skills or achievements directly related to the position.

### Significance

- Prioritize awards and honors that hold weight and prestige within your field or community.
- Focus on those that are well-known or respected by employers.

### Recency

- Include recent awards and honors to showcase your ongoing accomplishments and recognition.
- However, if older awards are particularly prestigious or relevant, they can still be included.

### Specificity

- Provide details about the award, including the name, issuing organization, and any relevant dates.
- Include any notable achievements or criteria for earning the award if space allows.

### Impact

- Highlight the impact or significance of the award, such as how it contributed to your professional development, recognition from peers, or accomplishments within the organization.

### Space Consideration

- Be mindful of space constraints on your resume and prioritize the most relevant and impressive awards.
- Consider including a separate section for awards if you have multiple notable distinctions.

## Source

Washington State University (n.d). *Resumes and Cover Letters*. Academic Success Center. March, 2024, from <https://cdn-ascc.wsu.edu/wp-content/uploads/sites/157/2022/05/2022-ASCC-Resume-Guide.pdf>