

CV AND RESUMÉ CHECKLIST for Ph.D. Candidates

Effective CV and resumés will contain information that you may not have thought to include on your existing CV or resumé. Here is a checklist covering many of the top questions you need to answer before submitting your CV or resumé to an employer:

PREPARATION:

- _____ I have read the job description in detail and identified all of my key skills and experiences that qualifies me for the position.
- _____ I have researched the employer, reviewed their mission and vision, and identified any program specialty areas relevant to the open position.
- _____ I have not used a resumé template for creating my CV or resumé.
- _____ I know my “audience” and am submitting a multi-page CV (teaching faculty positions), 1-page resumé (IT), or 1-2 page resumé (some Administration positions)

CONTENT:

- _____ I have addressed all areas of FAKTSA on my CV or resumé: Focus, Appearance, Keywords, Transferrable Skills, and Accomplishments, based on my research of the employer.

Resume Only:

- _____ I have focused my resumé for the position I am seeking so that the employer can tell within 2 to 3 seconds that I am qualified. One way you can do this is through an objective statement with supporting information in top third of resumé.
- _____ I have double checked my contact information for correctness. Silly as it sounds, contact information often gets typed in mindlessly and mistakes easily happen.
- _____ I have a professional email address that includes my name.
- _____ I have included the most important information that qualifies me for the position I am seeking preferably in the top third of the first page, but at least on the first page.
- _____ I have included the full name(s) of degree(s) or correct abbreviation, name of major(s), name of university/college, city/state of school, and graduation year (or expected graduation year. Be sure to put your most recent degree information first (Ph.D.), and all others in reverse chronological order.

- _____ I have created categories that showcase my strengths relative to the job I am applying for: Professional Teaching Experience, Presentations, Research, Publications, or specifically related work categories for administrative positions such as Management, or specific populations such as Students or Alumni. (Additional category title suggestions are on the last page of this handout.)
- _____ I have listed my work experiences in reverse chronological order. In order to move work experiences out of reverse chronological order, establish categories such as Professional Teaching Experience and move teaching work experiences under that category in reverse chronological order; other experience can go under a category title "Other Experience."
- _____ I have listed my information on the CV or resumé in order of importance to the reader: title/position, name of employer, city/state of employer, dates of employment. This is also important in the order of bullets under your work experiences.
- _____ I have listed my work experiences for the past 10 – 15 years, or at least to the point where the experience is applicable to my new employer. A statement such as "Additional work history available upon request" is appropriate on a resumé or CV.
- _____ I have used verbs that are impactful to start each bullet point; I do not repeat verbs. (www.thesaurus.com should be your friend.)
- _____ I have focused bullet points under each of my work experiences that relate to the position I am seeking; these are not complete sentences and extraneous words are eliminated.
- _____ I have listed my main experiences and the outcomes that have resulted from each or the achievements attained.
- _____ I have not used "Responsible for" or "Ability to," or "Duties included."
- _____ I have listed all licenses, certifications, and credentials that are relevant to the job I seek.
- _____ I have used APA style when listing publications and presentations.
- _____ I have included in my listing of publications and presentations the correct information related to title of publication or presentation, the journal or professional organization, the location, and the date.
- _____ I have included professional affiliations, organization memberships, and leadership roles within them.
- _____ I have included community service or volunteer experiences only if they are relevant.
- _____ I have included all computer proficiencies, particularly MS Word, Excel, PowerPoint, Blackboard, LiveText, Smartboard, if applicable, and for technical positions include hardware, operating systems, programming languages, etc.

- _____ I have included all of my foreign language proficiencies.
- _____ I have included relevant military experience.
- _____ I have included my name and the page number on each page starting with the second page.
- _____ I have made a decision to include reference information in my CV (not on a resumé) or on a separate document. Include references complete name, academic credentials, position title, employer, complete address, accurate telephone number, and email address.

ANALYSIS

- _____ I have used keywords and phrases throughout my resumé that are used in the job description or in the job.
- _____ I have made good use of the space on each page, not leaving too much white space or too little. Margins on top, bottom, right and left sides can be set at 0.5" for resumé to 1.0" for CVs or a variation within those parameters.
- _____ I have used solid round or square bullets, not checks or graphics or greek letters, for instance.
- _____ I have considered whether the reader of my CV or resumé will understand all acronyms or job-specific jargon used.
- _____ I have not used personal pronouns including "I," "me," "my," "we."
- _____ I have used a font size no larger than 14-point and no smaller than 10-point and no more than 2 different compatible font styles, Times Roman, Arial, Helvetica (not Script or Bondoni).
- _____ I have used limited bolding throughout my CV or resumé and no underlines.
- _____ I have maintained a consistent format throughout my CV or resumé – same size/style font for category titles, periods or no periods at the end of bullet statements, and dates.
- _____ I have not included superfluous content on my CV or resumé, including quotations, pictures, and personal information such as birth date, marital status, children, etc. (unless required).
- _____ I have created an electronic version of my CV or resumé for inclusion into an email or an application (no formatting).
- _____ I have identified at least one current employee with the college/university to gather additional information that could be included on my CV or resumé.
- _____ I have had at least one other person review my resumé for typographical and grammatical errors.
- _____ I have printed my final version of the CV or resumé on resumé quality paper and selected white, ivory, or off-white paper.

_____ I have followed the employer's directions and will only submit what is required by the Search Committee.

SUGGESTED CATEGORY TITLES

Objective	Education	Professional Experience
Dissertation	Research Areas	Licenses
Certifications	Professional Development	Teaching Experience
Qualifications Summary	Computer Skills	Technical Skills
Laboratory Skills	Leadership	Internship Experience
Honors	Relevant Coursework	Scholarships
Languages	Projects	Presentations
Publications	Volunteer Activities	Community Services
References	Study Abroad	Professional Training
Fellowships	Research Experience	Professional Memberships

The Office of Career Services is available to assist with CV and resumé preparation and review.
Contact our office to schedule an appointment.

Additional resources are available at www.mercer-professional.org.

Office of Career Services – Atlanta
Suite 318, AACC Building
(678) 547-6023

Office of Career Services - Macon
2nd Floor, Connell Student Center
(478) 301-2863