

SSU MA Psychology Resume Checklist

- Is your name prominently at the top?
- Is your address, email, and phone number included?
- Is your email professional sounding? Only one person can get away with harvey_dent@msn.com as their email, and it isn't going to be you. No one should get giggles from your email.
- Is your information correct and spelled correctly?
- Is there an objective?
- Is it specific to what you are looking for (i.e. internship or full time employment) and not general (i.e. to get a job)?
- Is there a section that includes your education history?
- Is education first as opposed to work experience? This is your leading asset!!!!!!
- Leave out any and all high school activities.
- Is your graduate GPA included?
- If your cumulative GPA is not great, find one that IS, for example your bachelor's or undergraduate major GPA.
- Is your expected graduation date listed? Your degree is an MA in Psychology with a concentration in Depth Psychology; adding the concentration is optional, if it's relevant to the internship, include it.
- Are relevant current and past courses listed? Use this to fill space only if necessary!
- Have you listed any awards or scholarships, including Dean's lists?
- Have you included your work experience, including the duration of each job?
- Have you listed all relevant duties and assignments in a way that will make it relevant to the psychology profession or internship (i.e. "Created a friendly and supportive environment for group members," rather than "helped clients")?
- Remove any contact information about current or past jobs. During an interview, firms will ask you for those if they need them.
- Are your verbs present tense for your current job / activities and past tense for past jobs / activities (i.e. perform vs. performed)?
- Is there an "Other Activities" section that includes any volunteer positions, sports, or relevant memberships? Internships may be looking for this.
- If applicable, are any officer / leadership positions listed, including your duties?
- Is there a relevant skills section? Counseling skills, group facilitation skills, teaching, oral presentation skills, art-based skills, tutoring, writing skills are good but leave the rest out, e.g., social skills. Sell yourself in the interview, not on paper.
- Does the relevant skills section include any foreign language competencies, citation styles (APA), computer knowledge and skills, website skills, or anything else that would be relevant?
- Are all appropriate words capitalized and consistent, including names of schools, work, languages, dates, titles, class names, etc?
- Remove any references. Future employers will ask you for those if they want in an interview.
- Is your resume only one page? If it is over one page, the second will be thrown away!!!!!!!
- Do not include a cover letter!!! That will be thrown away too!
- Does everything line up, including headlines, bullets, etc.? Use a ruler or other straight object.
- Have you been consistent in your application of grammar? For example, if you put a period after job duties, did you put a period after every duty? If in a list you included a comma before "and," did you put a comma before every "and" in a list?
- Are all fonts professional looking?
- Has someone else looked at your resume? Have as many people as are willing look at it!
- TRICK-Read it backwards, word for word, you have no idea what this will save you.

Some more tips for your consideration:

- Try to keep concise and organized, and do not overcrowd. The organizations may have a minute to glance at your resume, so make the important things pop out, simple and outlined.
- Put on PROFESSIONAL RESUME paper, it does not have to be white and the thicker it is actually the harder it is to do resume packs, just be sure it isn't scented!!!!
- Make sure your answering machine is professional sounding and serious. Say goodbye to your interview if your voicemail is a joke and they reach it. Make sure you call back in a timely matter too.
- Remove any and all drunken party pictures and beer bottle backgrounds from Myspace and Facebook! People have lost jobs over inappropriate content. Make sure that you would not lose a job if your future boss saw anything on those websites.

(adapted from the SSU Accounting Forum resume checklist)