CHECKLIST

HAVE YOU...

☑ Limited yourself to one full page (with few exceptions)?
☑ Proofread for typos and grammatical errors?
☑ Used an 11-12 pt. font?
☑ Used sentence fragments starting with action verbs?
☑ Sent an electronic copy to yourself or a friend to see how it appeared?
☑ Eliminated references (a separate page should be used)?
☑ Limited bulleted sentence fragments to 5-6 per description?
☑ Included complete contact information (email, phone #, City, State)?
☑ Provided details of experiences (age groups, types of programs)?
☑ Quantified experience when possible?
☑ Focused on accomplishments rather than just duties?
☑ Avoided using pronouns?
☑ Read the materials and samples available to you?

STATE UNIVERSITY OF NEW YORK
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