

RESUME FEEDBACK FOR: _____

Read through this [slide deck](#) for more context on each item

OVERVIEW

- ☐ 1. One page only. Three sections: Education, Experience, and Skills & Achievements.
- ☐ 2. Consistent Format, No colors
- ☐ 3. No Misspelled Words

HEADER

- ☐ 4. Remove Objectives, Summaries, and references
- ☐ 5. Contact Information – One line: One phone number, email, [LinkedIn URL](#). No address, no labels.

SECTION 1: EDUCATION

- ☐ 6. Marriott is spelled with two r's and two t's. Do not mess this up! (Marriott School of Business)
- ☐ 7. Degree Title – Bachelor of Science Information Systems or BS Information Systems. Don't mention Master of Information Systems Management unless you're already in the program. Even if you plan to go into the MISM, you aren't there yet (When you're accepted into the MISM, remove BSIS and only list the Master of Information Systems Management degree)
- ☐ 8. Remove high school
- ☐ 9. "Transfer student – General Studies" or "Associate of XXX"
- ☐ 10. Graduation Date – Future month and year of BSIS degree, not MISM yet.
- ☐ 11. GPAs – "GPA X.XX; Major GPA X.XX"
- ☐ 12. Specialized Courses – Course Titles/Skills
- ☐ 13. Member – Association for Information Systems (and any other relevant clubs)

SECTION 2: EXPERIENCE

- ☐ 14. Only one statement per bullet –
- ☐ 15. Present Tense Action Verbs – Only in current job
- ☐ 16. Unfinished projects/tasks in future tense ("anticipated to goal," "expected to goal," "projected to goal")
- ☐ 17. Locations – Include job city/state.
- ☐ 18. Do not use 'I' or other personal pronouns (me, my, they, their, our, etc.)
- ☐ 19. Replace the words "learned" or "gained" with "applied" or "used"
- ☐ 20. Replace weaker action verbs
- ☐ 21. Missions – Yes, put your mission on this resume. Use the title 'Volunteer Representative' instead of 'Missionary.'
- ☐ 22. Allow non-IS experience to show soft skills such as leadership, teamwork, outward achievement, and customer service
- ☐ 23. [Good \(Tasks\). Better \(Results/Change\). Best \(Impact\) tips](#)

SECTION 3: SKILLS AND ACHIEVEMENTS

- ☐ 24. Skills – In two bullet points list **proficient** (highly capable) and **experienced** (exposed to/familiar) technical skills. No soft skills here.
(e.g. Proficient in Java, Python
Experienced with C++, HTML)
- ☐ 25. Volunteer Work – includes clubs/organizations
- ☐ 26. One High School Bullet
- ☐ 27. Foreign Language Skills – "Native," "Fluent," or "Conversational"
- ☐ 28. "Enjoy" – gives personality and allows for personal connection
- ☐ 29. Eagle Scout – last line in this section