

# THF Resume Tips: Checklist

- Name and contact information (phone, email address)
- Education (college/university, major/minor, expected graduation date)
- List relevant internship, work, and leadership experience
- List technical skills, honors, awards, and accomplishments
- Use section headers
- Write descriptions in bullet points
- Always begin bullet point with an [action verb](#)
- Use [quantifiable, outcome, or accomplishment based](#) as much as possible
- Make sure your [font style](#) and size is clear and readable
- Include link to online portfolio (if applicable)
- Your resume should be one-page
- Proofread your resume!