

SOUTHWEST DISTRICT RESUME CHECK SHEET

All contests will require a resume

Criteria	Description	YES	NO
Appearance/Format	No Wrinkles, Neat, clean, Business Format, use of bullets, white space		
Error Free	Capitalizations, spelling, no omissions		
SkillsUSA	Member must be noted, possible positions or accomplishments		
Personal Information	Name, Complete Address, phone, professional email		
Objective	Short statement about what position is being applied for		
Education	High School, Tech Center, College if Applicable		
Experience	Current Employer to past with contact information		
Recognitions	Awards, Positions of Leadership, extracurricular		
References	Must have 3 with contact information		
One page only			