

RESUME CHECKLIST

<input type="checkbox"/>	Personal Information : Name , Address , Email (Choose a standard one) , Linked-In , GitHub
<input type="checkbox"/>	Objective (Optional)
<input type="checkbox"/>	Experiences : Company names (Chronological Order) , Dates the position was held (month-year to month-year) , Title of position held (Bulleated list of responsibilities and achievements)
<input type="checkbox"/>	Education : Name and Address of colleges you attended. , Degrees you attained , Date of graduation, Special awards and honors you earned (if any) , Cumulative GPA/final grade.
<input type="checkbox"/>	Membership / Activities : Name and Address of organization, Title and Dates of position held. List of accomplishments(Emphasize leadership roles)
<input type="checkbox"/>	Skills : Include skills related to the position/career field that you are applying for. (Both technical and soft skills)
<input type="checkbox"/>	References (if any) : Include statement "References Available Upon Request" at the bottom of the resume.
<input type="checkbox"/>	Use appropriate keywords

OVERALL APPEARANCE

- Should look like a professional document.
- An appropriate length (1 page preferred, especially for most undergraduates)
- Name and page number on all pages (if more than one page in length) Page margins, font size, type, bullet points and other highlighting are appropriate and are used consistently
- Free of typos, spelling mistakes, punctuation and grammatical errors.
- Statements should demonstrate major accomplishments rather than routine tasks/duties and results of accomplishments
- Resume ends with strength (eg. Skills, Activities section)

GITHUB CHECKLIST

<input type="checkbox"/>	Username and profile picture is professional(your name and photo)
<input type="checkbox"/>	Have a bio with featured projects, known programming languages, links to public profiles
<input type="checkbox"/>	Set my status with contact details(Email id)
<input type="checkbox"/>	Have at least 3 projects in GitHub account
<input type="checkbox"/>	Have many followers
<input type="checkbox"/>	Projects have meaningful names and description
<input type="checkbox"/>	Use a good readme practises
<input type="checkbox"/>	Commit graph shows many green squares
<input type="checkbox"/>	Commit atleast 3 times a week
<input type="checkbox"/>	Have starred repositories to keep track of
<input type="checkbox"/>	Contribute to open source projects

LINKEDIN CHECKLIST

<input type="checkbox"/>	Professional (looking) headshot- head and shoulders, white background, smile!
<input type="checkbox"/>	Background image- industry specific, if possible
<input type="checkbox"/>	Include information in your Professional Headline that will draw your potential visitor
<input type="checkbox"/>	Customized profile URL
<input type="checkbox"/>	Your personal introduction (story) written in first person
<input type="checkbox"/>	List all related experience in the field in which you wish to work
<input type="checkbox"/>	Highlight your technical, teamwork, leadership, communication & customer service skills
<input type="checkbox"/>	Add accomplishments like certifications, awards, publications, test scores, etc
<input type="checkbox"/>	Join relevant LinkedIn groups
<input type="checkbox"/>	Have credible recommendations and endorsements
<input type="checkbox"/>	Get enough connections
<input type="checkbox"/>	Update your feed regularly with your activities
<input type="checkbox"/>	Choose appropriate keywords(which serves as SEO keywords)