

Resume Checklist

First Impression: My resume...

- Looks clean, neat, and consistent
- Is easy to read
- Uses a standard font like Times New Roman or Arial
- Has headings that do not exceed size 20 and main text sized 10-12
- Has headings that stand out clearly, guiding the eye down the page
- Has even, 1 inch margins on all sides
- Has no strange formatting or empty sections left over from use of a template or resume software
- Maintains a good balance between text and white space
- Uses both bullet points and short paragraphs to increase the ease with which it can be skimmed

Organization & Accuracy: My resume...

- Has a length that is appropriate to my experience level (A single page for experience totaling less than 5 years, 1=2 pages for experience totaling five years or more)
- Has the most important information listed first
- Contains only true information
- Has no spelling or grammar errors
- Has been double-checked for errors
- Has had someone else check it for errors
- Has simple, clear contact information that makes me easy to reach. (Don't list three phone numbers if you only answer your cell phone)

Content: My resume...

- Includes a professional profile or career summery
- Highlights relevant skills
- Lists my school, degree and major (Graduation date is optional unless specifically requested)
- Does not list my high school unless I have had less than two years of collage
- Lists academic achievements and coursework only if I have little to no relevant work experience
- Has no gaps in its work history
- Has a work history going back no more then 10-15 years

- Contains little to no unnecessary information
- Contains no demographic information (Age, marital status, religion, etc.)
- Uses action verbs like executed and developed instead of passive phrases like 'responsible for' or 'duties included'
- Contains skills and accomplishments, not just a list of duties
- Supports the idea I will excel in the job I am applying for
- Does not repeat information
- Uses correct verb tenses (past tense for pervious jobs, present tense for your current job)
- Does not use any person pronouns (I, me, my, his, her, etc.)
- Does not contain a picture or other graphics unless requested
- Does not include 'Reference available upon request'