

# RESUME CHECKLIST GUIDE

## OVERALL DOCUMENT FORMAT

- Is the formatting consistent, not too much white space, and appropriate margins used?
- Is the font size between 10-12pt, and used consistently? Is the font professional and easy to read?
- Is the resume free of grammatical and spelling errors?
- Do you use present tense for current positions and past tense for past experiences?
- Is the document an appropriate length (one page suggested)?
- Are content sections listed in order of what is most relevant? (Eg. education or skills the top).
- Are items within content sections listed in reverse chronological order?
- Do you use short, concise statements and avoid using personal pronouns (I, me, my)?

## CONTACT INFO

- Does the resume contain the necessary contact information?
- Did you provide your name, mailing address (permanent and/or local), email address, phone number? (Remove mailing address if uploaded online).
- Do you have a LinkedIn URL?

## EDUCATION

- Does this section include your school name(s), degree(s), major/concentration, graduation or anticipated graduation date? Omit high school if earning or earned bachelors or certificate degree.
- Are honors, academic scholarships and awards listed (if applicable)?
- Are relevant courses, study abroad experience and research included?
- Is GPA treated appropriately? Included if 3.0 or above, omitted if below 3.0.

## EXPERIENCE

- Does each experience include position title, organization name, location and date/duration?
- Student, class and university included if the experience was a course project?
- Does the resume exclude all outdated experiences? Omitting high school information after your sophomore year in college?
- Do your bullet points start with strong action verbs?
- Do your bullet points identify the knowledge, skills and abilities utilized in that position?
- Do your bullet points effectively describe what you did, how you accomplished it, why the task was important, and/or what impact your performance had within the organization?
- Are your experiences described in ways that support your objective and do you use career field specific language?
- Have you included keywords that are found in the job description?

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## ADDITIONAL EXPERIENCE & SKILLS

- Are relevant non-work experiences, extracurricular activities, volunteer work, leadership roles, etc. included in an additional section?
- Is your “Skills” section limited to technical and language skills relevant to the position that you are seeking?

## REFERENCES

- Does your resume exclude names of references or the phrase: “References available upon request”?

## BOTTOM LINE

Overall, are you proud of the way your resume looks and reads? Have you made the key information easy to find and understand? Can you provide a rationale for each piece of information included (in terms of relevance)? Lastly, the purpose of a resume is to obtain an interview. If you were an employer, would you want to interview the person represented by this resume?