

Resume Checklist



Content:

- My objective is clearly stated.
- The content of my resume matches my career objective.
- I emphasize/highlight my abilities, skills and accomplishments.
- I use active power verbs to describe my work experiences and skills.
- I use proper text tense (current work experience written in the present tense, past/previous work experience written in the past tense).
- I avoid repetition of words.
- An employer can quickly scan my resume and find information easily.
- I have written my work experience information as a bulleted list of duties/responsibilities.
- My most recent/relevant educational information is included.
- I have added a skill section/list of relevant courses to further support my career objective.
- GPA is included (if 3.0 or above).
- I have listed awards, honors, certificates, licenses, accomplishments, etc.
- Personal data is not included (ex: age, marital status, etc.).



Organization:

- My name is at the top of the page (centered, bolded, larger font size).
- My address, zip code, and telephone number with area code is included.
- My email address (if applicable and appropriate) is included.
- "Education" is at the top of my resume.
- The title of my degree is spelled out and in bold (ex: Associate in Applied Science).
- The organization of my resume emphasizes the key points I want to stress.
- Under "Education" and "Work Experience" the most recent information is listed first.
- Dates of work and job titles are clearly highlighted either by use of bolding, italics, underlining or some other method.
- Categories are clear with text bulleted or indented to create eye appeal.



Appearance and Format:

- Type style and font size is consistent throughout my resume (no smaller than 11pt. font).
- Margins, spacing, bolding, bullets, punctuation marks, date formats, state abbreviations, etc., are consistent.
- I have avoided using personal pronouns ("I" or "me") in the description of my experiences.
- There is a nice balance of information on my resume (it doesn't look crowded or empty).
- I have proofread my resume for typos, spelling and grammatical errors.
- List of references are on a separate page, to accompany my resume if required.



Overview:

- My resume answers the following questions: Who are you? What do you want? Why should we hire you? What have you done? What do you know?
- I will submit my resume for critique at the Career Center, Building 3-108.