



CHECKLIST FOR REVIEWING YOUR RESUME

FIRST IMPRESSION

- Is it reader-friendly? No large blocks of text.
- Is your resume free of spelling, punctuation and grammatical errors?

LAYOUT AND APPEARANCE

- Does it include your full name and contact information at the top of the resume? (no street address listed)
- Does it include your social media address? i.e. - LinkedIn
- Does it appear clean and easy to read? Is it visually pleasing and professional looking?
- If chronological format, are items listed with most recent first and work backwards?
- Are margins adequate on all four sides? (1 inch margins preferred)
- Are headings easy to find and consistent in capitalization, bold-face, and underlining?
- Do the section headings showcase the strongest achievements and skills?
- Is the information clear and concise?
- Has the resume been carefully edited to eliminate irrelevant data?
- Is the type size and resume format easy to read? Did you use 11-12 size fonts and allow for white space?
- Are all abbreviations or acronyms written out, unless commonly understood? (e.g. MBA)

FORMAT AND ORGANIZATION

- Is your resume 1 or 2 pages maximum? (one page preferred)
- Could the resume be shortened and still present the same qualifications/information?
- Do descriptive phrases begin with strong action verbs and include concrete examples?
- Are past tense verbs used consistently throughout the resume (as appropriate)?
- Did you use the same style and format in listing the employment and education dates? (years or month and year)
- Did you list dates, job titles, employer names, cities, and states in your work history?
- Are the main qualifications easy to find at first glance?

JOB OBJECTIVE

- Is a brief and clear job objective included? (optional)
- Did you use the same title as listed in the job announcement?
- Is the level and function of the desired position specified?
- Does the objective match or support the content of the resume?

QUALIFICATIONS

- Is there an accomplishment statement or summary of qualifications?
- Are your skills emphasized?
- Do they represent your strengths for the job you are applying for?
- Do accomplishment statements specify quantifiable or qualitative results? (if possible)

CONTENT RELEVANCE

- Does the content support the job objective?
- Does the content stress relevant skills, accomplishments and results?
- Did you list your education and relevant training?
- Do the computer or technical skills reflect current knowledge?
- Did you list relevant volunteer/community involvement?

- **Does the resume include all information necessary to prove ability to do the job?**

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