

RESUME CHECKLIST



Yes/No

		Visual Presentation
r	r	Do you have enough white space? (easy to read)
r	r	Are your headings consistent?
r	r	Do your major headings stand out clearly? (Underlined, bolded etc.)
r	r	Is the font type and size consistent and easy to read?
r	r	Does your résumé make good use of bolding, italics, underlining?
		Impact
r	r	Is your résumé targeted for the type of work you are looking for?
r	r	Do your bullet points begin with “action verbs”?
r	r	Have you highlighted key skills?
r	r	Did you include the <u>results</u> of your actions (rather than just the description of actions/job duties)?
r	r	Are your accomplishments / achievements / contributions “quantified” whenever possible?
r	r	Did you organize your information to present strongest selling points first?
r	r	Is all information provided relevant?
		Content
r	r	Did you include all of your contact information (including email address)?
r	r	Are there spelling and grammar errors?
		Education / Experience
r	r	Are your relevant courses listed? If not, would this help?
r	r	Did you include projects completed in classes? If not, would this help?
r	r	Did you include relevant unpaid positions? Do you have any relevant volunteer or extracurricular activities that you have forgotten to include?
r	r	Did you emphasize job titles over names of employers or dates of employment?