

# Resume Checklist

**Five Second Review:** Give it the once-over...is your resume inviting or scary?

- Is your resume neat, clean and pleasing to the eye? Is it easy to skim information quickly?
- Is the text and white space balanced on the page?
- Are the margins even and not too narrow or too wide?
- Is it printed on resume paper (white or neutral light shade)?

**Fifteen Minute Review:** A top-notch resume-writer will answer 'yes' to most of the following questions.

## OVERALL APPEARANCE

- Do you have at least 1-inch margins on top, bottom and sides?
- Does your resume have enough white space between sections/lines?
- Did you use 11 or 12 point typeface? (Arial is easier to read if the font is smaller than 12 point)
- Did you use just one font?
- Are you using consistent headings, boldface, punctuation and spacing throughout the document?
- Is your choice of resume format easy to read and consistent?
- Do you have zero tolerance for errors and misspellings?
- Did you eliminate artwork, photographs, cutesy bullets, fancy type and colored ink (simple designs might be appropriate for art/design majors)?
- Did you avoid using a resume wizard/template? (It's extremely difficult to change wizard formatting!)

## ORGANIZATION

- Does the layout and organization showcase your skills and experience to their best advantage?
- Are your section headings clear and related to the target/objective of your resume?
- Did you use commonly used headings, e.g., Objective, Education, Related Experience (or similar title), Summary of Qualifications, Relevant Skills?
- Other possible headings might include: Projects, Technical Skills, Honors, Awards, Affiliations, Volunteer Experience or other Work Experience, Related Coursework
- If you used a chronological resume format, did you list jobs, internship and other experience in reverse chronological order (starting with the most recent and continuing back in the past)
- Did you omit references (except in rare cases, put them on a separate sheet if requested)?

## CONTENT

- Is it easy for the employer to see how you meet the specific job requirements/qualifications?
- Are the descriptions of your experience, skills and knowledge related to the job?
- Did you include unpaid, volunteer, internship and classroom experience as well as paid experience?
- Did you begin descriptions with an action verb?
- Are your descriptions brief?
- Whenever possible, did you use key industry words and/or words related to the job description?
- Did you give examples of your demonstrated proficiency with skills/knowledge related to the job?
- Did you include details that make you stand out from other applicants?
- Were you honest (but not modest!) and truthful when describing your background?
- Did you use the present tense and past tense correctly?
- Did you avoid using personal pronouns?
- Did you avoid abbreviations (exception for state names) and jargon that is not commonly understood?