

Resume Checklist

Getting Started:

- Do not use templates: they are hard to format, they all look alike, and they do not send well electronically.
- Make your name slightly larger, usually somewhere between sizes 14 and 18 pt. This will make your name stand out to an employer who is overwhelmed with resumes.

Consistency:

- Try using *italics*, **bold** or CAPITALIZATION for section headings or job titles, but be consistent throughout your resume and avoid over-formatting.
- Make sure there is a consistent amount of whitespace (space without text) on your resume; avoid large open spaces and too much clutter.
- Use the tabs function, not the space bar, to line things up perfectly.

Making Space:

- Decrease margins if space is needed, but not smaller than 0.5" all the way around.
- Be sure approximately 2/3 of the second page will be utilized if you decide to use one.

Other Tips:

- Avoid the use of colors other than black.
- When sending a resume to an employer electronically, send the file in .pdf maintain the formatting.

Layout/Appearance:

- Is the resume 1-2 pages maximum?
- Is the resume on 8 1/2" x 11" paper?
- Is it concise and easy to read?
- Do topic headings (and your name) stand out?
- Is your resume free of typographical errors, grammatical mistakes, and misspelled words?
- Is the resume well organized and professional looking?
- Were you CONSISTENT (in the way it looks and reads) throughout?

Content:

- Do not use "I" to refer to yourself.
- Do not use abbreviations.
- Do not mention salary expectations or wage history.
- Do not list personal information (age, height, weight, sex, race, religion, etc.)
- Do not list "hobbies" or social interests unless they are directly related to the position.
- Have you included all experiences that project skills, accomplishment and show results?
- Did you describe your experiences/roles starting each bullet point with a strong action verb?
- Does your resume match your best skills with the needs of the employer? (the job description)
- Are your experiences grouped according to topics that relate to your goals or objectives?
- Have you presented your skills in the language of the employers, industry, or profession?
- Have you listed appropriate activities, noting leadership positions?

Overall Impression:

- Will your resume make a strong, positive, professional impression on the reader?
- Is your resume the most professional "snapshot" presentation of your ability to complete a task effectively and successfully?