

Resume Checklist

Overall Checks:

- Is your full name at the top of your resume in a larger and bolder font than the rest of the text?
- Is your address, phone number, and e-mail address current and correct?
- Is your e-mail address professional and is it one you check frequently?
- Is your resume well laid out (i.e. not too many white spaces, but not too crowded either) with **at least** ¾" margins on all four sides?
- Have you used a consistent and conservative font throughout your resume?
- Is the length of the resume no longer than 1 page in length?

Objective:

- Is the Objective limited to one or two short sentences?
- Is your Objective specific and focused to the position you are applying for? (i.e. **never** write "To obtain a position where my experiences and abilities will be effectively utilized." Or "Seeking...").
- Does your Objective serve **your prospective employer's interests** (i.e. "... to gain a position where I can utilize my management skills to create a powerful sales force...) **or your interests**(i.e. "... to gain a position where I can gain experience and knowledge ...)?
- Is your Objective realistic considering your previous experience and education?

Education:

- Have you placed your Education at the top of your resume under the Objective if you are a recent graduate?
- Did you include your degree including major, your college or university, the city and state of your university or college, and the month/year of your degree completion?
- Have you listed your GPA if 3.0 or above?
- Have you listed academic honors – Dean's List, Scholarships, etc.
- Have you listed relevant/related classes?
- Have you included work on class projects, study abroad, etc.?

Work Experience/Employment History:

- Have you considered a Related Experience section for positions applicable to the one you are applying for?
- Have you listed job positions in chronological order – beginning with the most recent?
- Did you list your position title, employer, city and state, dates of employment?
- Did you use bullets to make important points and did you begin each **phrase** with a powerful **action verb** describing your accomplishments?

- Have you included only skills important or relevant to the type of position you seek?
- Could an employer quickly scan your resume and find a number of key words and action verbs to easily grasp a picture of you as a worthy employee?

Skills:

- Have you considered including a computer or language skill section if applicable to the position?

Honors/Awards/Activities/Volunteerism:

- Have you included those that demonstrate important abilities or characteristics in the workforce?
- Did you remember to prioritize (by dates or by relevance)?
- Have you included **leadership** positions?
- Have you included work on club projects and expressed your participation as you would a job?

Next Steps:

- Print clean/clear copy on Professional resume paper.
- Include references on a separate piece of paper, using the same heading found on your resume.

Comments:

Staff Initials: _____

Please keep this evaluation for future reference and bring it on your next visit.