



Resume Checklist

Generic Checks:

- Is your full name at the top of your resume in a larger and bolder font than the rest of the text?
- Are 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** $\frac{3}{4}$ " margins on all four sides?
- Have you used a consistent and conservative font throughout your resume?
- Have you used a spell-checker or dictionary to make sure there are no spelling and/or grammatical errors?
- Have you had at least two other people review your resume to catch mistakes that you or the spelling/grammar check may have missed?

Objective:

- If you listed an Objective, have you limited it 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.").
- Does your Objective serve **your interests** (i.e. "... to gain a position where I can gain experience and knowledge ...") or **your prospective employer's** (i.e. "... to gain a position where I can utilize my management skills to create a powerful sales force...")?
- 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've included one) 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 relevant/related classes?
- Have you included work on class projects?

Work Experience/Employment History:

- 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?
- Have you made sure that there are no unexplained gaps in your Work History?
- Does each position support and corroborate that you are qualified for the position for which you are applying and that you possess the skills that the employer is seeking?
- 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?
- If the company is not likely to be known to the employer, have you supplied some context to the job description? (i.e. mentioning that it was a small or large company, an industry leader or part of a larger corporation).

Honors/Awards/Activities:

- 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?

Comments/Next Steps:

Please keep this evaluation for future reference and bring it to your next appointment if further consultation is needed.