

Resume Checklist

- _____ Resume is error free (no grammar or spelling errors)
- _____ Resume is one page (unless there is extensive, relevant work experience and/or is an application for government employment)
- _____ If resume is two pages, last name and "Page 2" is listed at the top of the second page
- _____ Resume paper is standard size and either white, ivory, or light gray
- _____ Resume format is attractive, balanced, and well organized
- _____ Font size and type is appropriate
- _____ Resume is easy to read and the most important points stand out
- _____ Name is prominent and contact information is complete including professional e-mail address
- _____ Education section lists all universities that have granted (or will grant) degrees and includes the degree level, major, minor, study abroad, and graduation date
- _____ All sections with dates are listed in reverse chronological order
- _____ All bullet points used in front of descriptions are lined up
- _____ Experience descriptions are written to highlight skills, abilities, and competencies rather than duties
- _____ Descriptions quantify results or give some idea of the impact, scope of responsibility, or level of skill
- _____ Experience descriptions start with action verbs
- _____ Appropriate use of present and past tense verbs
- _____ Descriptive words are carefully chosen to avoid redundancy
- _____ Resume does not use jargon, acronyms, or abbreviations that are likely to be unfamiliar to the person reviewing the resume
- _____ All use of boldface type, underlining, and italicizing is consistent
- _____ If relevant, the resume includes separate sections to emphasize skills, honors, training, certifications, etc.
- _____ A separate sheet is used for references
- _____ If submitting references, the phrase "References available upon request" is omitted
- _____ References are listed on separate page with the same page heading as the resume
- _____ Ask each reference for permission to use him/her
- _____ Each reference has correct and complete contact information listed