



Résumé Checklist

Did You Remember To Include...?

Name & Address:

- Put your name at the top? Is it larger than all other information? Is it bold?
- Use a current address where you can be reached or where someone will know your current address? Include (a) phone number(s) where a message can be left or someone will generally be available to answer the phone?
- Include your e-mail address?

Objective:

- Is your objective clear? Concise? Does it list a position? Include skills, setting, or long-range goals?

Body:

- Did you include only information showing your qualifications for this position?
- Are sections prioritized by relevance or importance to the type of position you want?

Education:

- List your degree or year in school first? Including Major?
- Name your college or university after naming your major? (unless your major is not relevant for your objective).
- List the city and state of your college or university next?
- Have you included the month and/or year of completion of your degree?

Experience:

- Did you list your position title first? Followed by employer, city and state, and dates of experience, preferably in that order?
- Did you use bullets (or asterisks if this résumé might be scanned) to make important points?
- Did you begin each phrase with a powerful action verb describing your accomplishments?
- Have you included only skills important in the type of position you seek?

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)?
- Is this section current and recent?
- Have you included leadership positions?

Formatting and Finalising:

- Did you leave at least 2cm margins on all four sides?
- Have you used lots of white space? Does important information (section headings, for example) stand out?
- Are all section headings treated the same?
- Have you used only one font? and is it easy to read?
- Have you proofread?
- Did you look for consistency in punctuation?
- Have you omitted personal data that may be used against you? (including age, height, weight, marital status, nationality or ethnicity, photograph).