

# Resume Checklist

Review the following questions to judge your resume's quality and effectiveness. If you cannot answer "yes" to each question, examine your rough draft carefully and make changes that will allow you to answer affirmatively. Remember to revise your resume for **each position applied for** to meet the needs of that particular employer.

## Resume Preparation / Information Gathering

- Have you read the job description? Does it list specific qualifications, skills and education needed for the job? Do you possess these same skills and qualifications and are they evident on your resume?
- If possible, have you conducted an informational interview with someone who works for the company?
- Can you clarify exactly what the employer is seeking, as well as introduce yourself and your qualifications, thereby increasing your chances of employment?

## Overall Appearance and Format

- Is the information neat and easy to read?
- Do topic headings stand out?
- Have you used underlining, *italics*, CAPITALIZATION, **bold face**, and spacing to highlight headings and important information?
- Are all the margins, tabs and indentations aligned properly and consistently?
- Is your resume free of typographical errors, misspelled words and grammatical mistakes?
- Have you omitted all personal pronouns (I, my, me)?
- Does your resume look professional?

## Order of Elements and Presentation

- Are most important topics first?
- If your resume is more than one page, is the most important information on the first page? Is your name on every page? Have you included page numbers in the header or footer?
- Is your resume well organized, presenting a professional image, highlighting the most important information?
- Can you elaborate on all elements of your resume if called upon to do so in an interview?
- Does your resume present your qualifications in the best light possible, stressing skills?

## Content

### *Identifying Information*

- Does your name stand out?
- Is your contact information easy to find and easy to read?
- Is your contact information correct and current? (address, email, phone numbers etc.)
- Are your email and voicemail professional?

### *Objective/Profile (this is optional)*

- If it appears, does it project knowledge of the desired career field by using appropriate phrasing, or highlighting the skills and experience you bring?
- Does it emphasize job titles and functions, industry groups, your skills, or a combination of these?

### *Accomplishments/Qualifications Summary*

- Have you customized your resume to highlight your skills and experience closely matching the job requirements listed?
- Have you presented your skills in the language of potential employers, using appropriate terminology (or qualifications) and stressing appropriate characteristics?
- Have you been objective and thorough in your self-assessment, presenting skill qualifications you confidently possess and those you feel would be attractive to the employer?
- Have you provided evidence concerning where you developed and utilized these skills, referring to experience, education, or activities?
- Does this section reflect the results and achievements of your efforts?

### *Education*

- Have you listed your program(s), certificate(s), degree(s) or major(s) accurately?
- Have you listed all institutions attended, including the city and state? Month and year of graduation or expected graduation?
- Have you highlighted academic experiences that are most relevant to the position?
- Have you presented appropriate information for your goal (special training, specific certificate, license or certification)?

### *Experience*

- Have you included all experiences that illustrate skills and accomplishments?
- Did you describe experiences in active phrasing using skill-oriented and functionally descriptive words?
- Did you discuss results and accomplishments, noting facts and figures when appropriate?
- Are experiences grouped according to topics that are related to your goals or stated objective?
- Did you include position title, employer, city and state, and dates of employment?
- Does each phrase begin with a powerful action verb? (developed, adapted, advised, prioritized, etc.)

### *Professional / Academic / Community Service / Volunteer Activities*

*(These should go in your experience and education sections)*

- Have you listed relevant professional association activities such as conference or event attendance, noting leadership roles or positions that you have held on committees?
- Have you included titles or descriptions or relevant presentations or projects?
- Have you listed relevant volunteer or community service activities in which you have participated?
- If you included organizations that might be controversial (religious or politically affiliated), have you considered how a potential employer might react?

### *Honors / Awards / Achievements*

- Have you included any leadership positions, either in school clubs and professional organizations?
- Have you received any relevant scholarships or student recognition awards (academics, athletics, other activities, study abroad, etc.)?
- Have you prioritized or omitted these according to the goal of your resume?

### *Additional Skills*

- Have you listed other skills relevant to the job you are applying to which are not immediately apparent from your education or experience description? (Computer literacy, computer programs, languages, writing, technical skills, etc.)

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