



# Resume Checklist

<b>Appearance/Style</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Is my resume visually appealing?			
Will my resume stand out to an employer? Can I skim through and quickly find major points?			
<b>Layout</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Is my heading one font (different than the body)? For example: Cambria			
Is my body section one font (different than the heading)? For example: Arial			
Is my name at the top of the page and bolded to stand out to employer? Are my address, phone number, and email easy to read?			
Does my resume pass the quadrant test? Does it have a good balance of white space and content?			
Is my resume <u>one</u> page?			
Is my format consistent? Bold, font, heading/body styles, bullet sizes, etc.			
Do I emphasize important information to make my resume stand out?			
<b>Content/Focus</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Did I include all important headings? Education, Employment/Professional Experiences, Activities, etc.			
Does my resume focus on my desired job? Is it tailored to my audience?			
Does my Education section state the institution, city/state official degree, expected graduation date, cumulative GPA (if fitting), and major/minor?			
Are my Employment/Experiences in reverse chronological order?			
Does my resume end with a key strength? Do my Skills/Activities/Organizations highlight my best qualities?			
<b>Use of Keywords/Action Verbs</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Do I have approximately 2-6 accomplishments for each of my Employment/Experience/Volunteer section(s)?			
Do my accomplishments begin with action verbs followed by descriptive phrases?			
Are my verb tenses present for current job(s) and past tense for previous jobs?			
Do my accomplishments demonstrate key skills?			
<b>Professionalism/Integrity</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Does my resume have any errors?			
Have I proofread my resume?			
<b>Versions</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Do I have a print and electronic version of my resume according to my audience's expectations?			