

Resume Checklist

IS YOUR RESUME...

- Easy to read?
- Simple, clean font (e.g. Times, Arial, Garamond) 10 to 12 pt. font
0.5 to 1 in. margins
- Error free (grammar & spelling)?
- Devoid of personal pronouns (I, me, my, we)?
- Concise?
- In reverse chronological order?
- Tailored to the type(s) of opportunities you are seeking?

DOES YOUR RESUME...

- Effectively communicate your relevant skills and experience?
- Use consistent formatting for dates, job accomplishments, etc.?
- Display your strongest or most relevant qualifications near the top of the page or section?
- Highlight all your related/transferable experience?
- Utilize action verbs and results-oriented language to describe your experience?
- Display on the screen without formatting errors as a pdf attachment?
- Emphasize your strengths and highlights what is unique about your competencies and experiences?
- Use language and keywords from the job description when appropriate?