

Resume Checklist

The Career Center staff will use this checklist to evaluate your resume. You are encouraged to use this as a step-by-step guide in collaboration with our [“how to build a resume” video](#).

Area	Yes	No	Your resume should meet the following criteria:
Overall Style/ Appearance			Was the resume submitted as a Word document? (Not a PDF or through OneDrive, SharePoint, Google Drive, etc.)
			Was the sample career center resume used , not a standard template?
			Are margins at least ½” on all sides, but no more than 1”?
			If the resume is over one page in length, do the following pages have the name and page number listed?
			The resume has enough content and is spaced evenly.
Font			Is the selected font easy to read and used consistently? (<i>Suggested font</i> : Calibri, Times New Roman, Ariel)
			Are the font sizes for text either 11 or 12 points and used consistently throughout the document, excluding your name in the header (size 14)?
			Are the font styles (bold, italics, or underline) used consistently and highlight important information without being overused?
Section Headings			Are the section headings easy to identify (i.e., Bold, all caps, and underlined)?
			Are the sections organized in order of relevance and from most recent to least?
			Is there one space between each section, including headings?
Content			Does the information follow the appropriate order of operations? (i.e., Title , Organization, City, State, Date)?
			Are the bullet points provided in short phrases, not sentences/paragraphs, and are descriptive enough that make sense to the reader?
			Does the content focus on relevant and current information, activities, and experiences?
Skill articulation			Are “employer desired skills” clearly articulated? These include teamwork, critical thinking, professionalism, etc. Visit https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/ to learn more.
Grammar/ Mechanics			Is the resume free of errors including capitalization, spelling, and punctuation?
			Do bullet points begin with action verbs and are they in the correct tense?
Contact Information (Header)			Is the person’s name included, bolded, and size 14 font?
			<i>Optional but encouraged</i> : Is City, State, Zip listed in the resume?
			Is there at least one phone number listed in the resume?
			Is an email address listed and is it professional?
Education Section			Is the institution listed as Pennsylvania Western University , City, PA?
			Is the graduation date* (Month Year) included? (i.e., May 20XX) <i>*Start date is not included</i>
			Is an accreditation listed, <i>if applicable</i> ? (i.e., AACSB International)
			Is the degree listed as found, on your degree audit?
			Are major(s), minor(s), and/or concentration(s) listed as found on your degree audit?
			Is the overall GPA included (<i>if 3.0+</i>)?
CCPD Reviewer:	Date:	Comments:	