Resume Checklist

Layout & Appearance	Yes	No	Comments
Is name at the top of the page in a correct font and size?			
Is address, phone number and email address acceptable?			
Is resume one page?			
Is formatting consistent throughout? (i.e. font style, size, bullets, dates, bold and capitalization)			
Are verb tenses correct?			
Are there 2 – 4 statements per position?			
If bullet points were used, are they consistent and properly spaced?			
Is there consistent punctuation?			
Is it free from typographical errors and misspellings?			
Is it appealing to read and clearly written?			
Is there any color on the resume?			
Content			
If an objective was listed, is it clear and consistent with the job opportunity?			
Are all of the appropriate headings used? (i.e. Education, Experience, Achievements, etc.)			
Is all relevant education listed?(i.e. university, major, minor)			
If GPA is listed, is it 3.0 or higher?			
Is resume reflective of job being applied to?			
Are appropriate and varied action verbs being used?			
Is relevant work and educational experience included?			
Were accomplishments quantified when applicable?			