Resume Checklist

Don't submit your resume until you have checked off this list!

☐ Have you set up an appointment with Career Services (structure & content) or the Writing Center (grammar & punctuation) to get your resume critiqued?

☐ Is the resume pleasing to the eye: easy-to-read font, good layout? Can an employer learn the basics about you with a 10-second glance at your resume?

☐ Does the top of the page feature your name, city, state, zip code, phone number, and email address?

☐ Did you use space, bold, all capitals, and point size to highlight key strengths?

☐ If you know your resume will be scanned (ATS), did you omit columns, underlining, and bullets?

☐ Is information listed in order of importance and relevance to the skills listed in the job description?

☐ Does the resume avoid generalities and focus on specific information about experience, context, and results?

☐ Did you check the spelling of every word and make sure the grammar and punctuation are correct and utilized the writing center for proofing?

☐ Do most phrases begin with action verbs such as "developed," "initiated," etc.?

☐ Have you been accurate and truthful about your accomplishments rather than being too modest or overzealous?

☐ Did you tailor your resume for the position by including key skills and experiences the employer wants based on the job posting?

☐ If you were the employer, would you call you for an interview?