

Resume Checklist

Heading

___ Do you give your name, address, and phone number so that readers can contact you easily?

Objective

___ Does your objective enable your reader to see what kind of organization and department you want to work for?

___ Have you tailored your objective to the specific employer or type of employer to whom you are applying?

Education

___ Do you tell your school, major, and date of graduation?

___ Do you give additional information showing that you have the knowledge required for the job you want?

___ Specialized courses

___ Internship or co-op experience

___ Grades, if good

___ Academic honors and scholarships

___ Have you considered using additional headings, such as "Honors," or "Related Courses" to highlight your qualifications?

Work Experience

___ Do you identify each employer's name and city, along with your employment dates?

___ Do you describe your work in a way that shows you are qualified for the job described in the objective?

___ Duties related to those involved with the job you want

___ Notable accomplishments

___ Important things you learned

___ Substantial responsibilities with which you were entrusted

Activities

___ Do you describe your extracurricular and community activities in a way that shows you are qualified, responsible, and pleasant?

Interests

___ Do you mention personal interests that will help the reader see you as a well-rounded and interesting person?

References

___ Have you listed people who will be impressive to your readers?

___ Have you avoided personal references (family friends, etc.)?

___ For each reference, have you included the following information?

___ Title

___ Business address

___ Phone

___ Have you obtained permission from each person to include his or her name?

Writing Style

___ Are all of your sentences immediately clear to your reader?

___ Do you make your points concisely?

___ Do you avoid vagueness?

___ Have you used parallel grammatical constructions where appropriate?

___ In describing your work and activities, have you used strong, specific verbs?

Visual Design

___ Does your resume look neat and attractive?

___ Do your headings, layout, and other design features enable your readers to find specific facts readily?

___ Does your visual design emphasize the facts that will most impress your readers?

Correctness

___ Are all words spelled correctly?

___ Is your grammar correct?

___ Is your punctuation correct?

Ethics

___ Have you avoided listing experiences or accomplishments you don't actually have?

___ Have you avoided taking sole credit for things you did with a team?

___ Have you avoided giving yourself job titles you didn't actually have?

___ Have you avoided statements intended to mislead?

___ Have you received permission from all the people you list as references?

Overall

___ Have you ordered your information to emphasize the facts that will be most impressive to your reader?

___ Does your resume show that you are aware of your reader's goals and concerns when hiring?

___ Does your resume persuade your reader that you are a skilled communicator?

___ Are all contents of your resume directly related to the objective you state at the top of it?