

Resume Checklist

| Format: Does your resume pass the 30 second quick read? | | |
|---|--|--|
| Name stands out (bolded, top of page) | | |
| Professional appearance: white space, good choice of font (Calibri or Arial, 12 point), consistent format | | |
| Headings stand out and make it easy to find information | | |
| Dates formatted as month, year (ex. June, 2017) | | |
| No more than 2 pages long | | |
| No more than 5 bullet points per section | | |
| Content: Does your resume clearly express how you meet the qualifications for a specific position? | | |
| Objective / profile statement clearly written and tailored to a specific employer or position | | |
| Content has been customized to the specific position being applied for | | |
| Content is organized from most to least relevant, and then most to least recent | | |
| Each bullet point begins with a strong action verb, and there are minimal repetitions | | |
| Bullet points are accomplishment / competency focused (not task focused) | | |
| Accomplishments are quantified, when possible | | |

Editing: Does your resume show effective written communication skills and an attention to detail?

There are no unnecessary periods (ex. at the end of bullet points, which are not complete sentences)

Verb tense is correct (past tense for previous positions, present tense for current positions)

Spelling and grammar are correct

No personal pronouns are used (I, me, my)