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## *Career & Employment Center*

### **Checklist for Reviewing Your Resume**

#### **First Impression**

- Do you want to read it?
- Is your resume free of spelling, punctuation and grammatical errors?

#### **Layout and Appearance**

- Does it appear clean and easy to read?
- Are margins adequate on all four sides?
- Are headings easy to find and consistent in capitalization, bold-face, and underlining?
- Is the information clear and concise?
- Has the resume been carefully edited to eliminate irrelevant data?
- Is the paper of good quality?
- Is the type size and resume format easy to read? Did you use 11-12 size fonts and allow for white space?

#### **Format and Organization**

- Is your resume 1 or 2 pages maximum? Could the resume be shortened and still present the same qualifications?
- Do phrases begin with action verbs?
- Are past tense verbs used consistently throughout the resume (as appropriate)?
- Did you use the same style and format in listing the employment and education dates? Years or month and year?
- Did you list dates, job titles, employer names, cities, and states in your work history?
- Are the main qualifications easy to find at first glance?

#### **Job Objective**

- Is a brief and clear job objective included?
- Did you use the same title as the job announcement?
- Is the level and function of the desired position specified?
- Does the objective match or support the content of the resume?

#### **Accomplishment Statement**

- Is there an accomplishment statement or summary of accomplishments?
- Are skills emphasized?

### **Content Relevance**

- Does the content support the job objective?
- Does the content stress relevant skills, accomplishments and results?
- Did you list your education and relevant training?
- Do the computer or technical skills reflect current understanding?
- Did you list relevant volunteer and/or non-paid work?
- Does the resume include all information necessary to prove ability to do the job?

If you answer “No” to any of these questions, you have not written a final draft! Ask someone with resume writing expertise for help if you need it.