



# Resume Checklist

## Heading

- Does the heading have your name, address, phone number, and email?
- Is it a professional/non-descript email?

## Education

- Are your degree programs listed in reverse chronological order?
- Is your institution, city, state, degree, major, and GPA (if applicable) included?

## Work Experience

- Does the work experience go in backwards chronological order?
- Did you include the company, city, state, job title, and dates employed?
- Are the bullet points well worded and do they start with an action word?

## Project Experience

- Does the project experience showcase your relevant skills and include industry terminology?
- Are the components of the project clearly explained and do you focus on the most critical components?

## Accomplishment Statements

- Do you quantify your accomplishments in your work or project experience sections?
- Does this information include references to how you saved or reduced company time or money, specific numbers or percentages, or how you improved or streamlined procedures or products, and/or enhanced performance or quality?

## Skills

- Have you listed relevant computer skills (general knowledge of Microsoft software programs **should not** be documented)?
- Are language skills included (if applicable)? If so, is it clear what skill level you have (conversational, fluent)?

## Affiliations/Activities

- Did you list activities or organizations that you are involved with on campus or in the community?
- Do they relate to your industry?
- Do they highlight leadership skills? Social awareness/responsibility?

## Overall Layout

- Does your layout look professional?
- Is there some use of bold, underlining, italics or bullets to organize the material and make it easy to read and to focus the reader?
- Are the margins consistent?
- Is the font style/size consistent?
- Is your resume error free?

## Relevance

- Does your wording and content focus on information most relevant to your industry or desired job?

## Length

- Is your resume limited to one page? Two pages for every 10 years of relevant work experience?