

Resume Checklist

First Glance

- Original look not a template look
- Clear sections and ample white space –easy to read
- Professional look
- Qualification summary or skill set (optional)
- Appropriate length, given career level and objective (1-2 pages maximum)

Appearance & Design

- Presentation
- Appropriate use of font, spacing and other design elements (bullets, bolding and lines)
- Balance between text and white space
- Margins and use of tabs
- Consistency (fonts, spacing etc.)
- Identifying information on pages beyond the first
- Appropriate page breaks when needed

Resume Sections

- Clearly labeled
- Methodically placed to highlight the applicant's strongest credentials
- Work history listed in reverse chronological order (most recent/current position first)

Career Goal

- Qualifications summary
- Targeted to a specific career goal or trying to be a one-size-fits-all document
- If career change, the objective is clearly stated, with supportive details showing how past experience is relevant to the new goal

Accomplishments

- Solid list of career accomplishments
- Accomplishments quantified by using numbers, percentages, dollar amounts or other concrete measures of success
- Accomplishment statements begin with strong, varied action verbs
- Accomplishments separated from responsibilities

Relevance

- Relevant information to hiring managers' needs
- Resume's content should support the career goal
- Keyword-rich, packed with appropriate buzzwords and industry acronyms
- Applicable additional information, such as awards and affiliations, included
- Personal information like marital status, age and nationality unrelated to the job target omitted

Writing Style

- Avoid personal pronouns, such as I, me and my - implied first-person voice
- Content flow logical and easy to understand
- No careless typos or spelling, grammar or syntax errors
- Use of proper tense