

Resume Checklist

1. Header attractive with the name prominent but not overwhelming?	Yes	No	Not Sure
2. Header includes name, address, phone and email?	Yes	No	Not Sure
3. If resume has a summary or objective statement, is it easy to read?	Yes	No	Not Sure
4. Does objective/ summary statement accurately describe the individual?	Yes	No	Not Sure
5. Does the summary statement include relevant experience/skills/education?	Yes	No	Not Sure
6. Education listed in reverse chronological order?	Yes	No	Not Sure
7. Experience listed in reverse chronological order?	Yes	No	Not Sure
8. If months are used, be consistent. Either have them ALL spelled out completely (November) or ALL numerical (11/2009)	Yes	No	Not Sure
9. Do the statements in the experience section all start with strong action verbs?	Yes	No	Not Sure
10. Do most statements include results and accomplishments?	Yes	No	Not Sure
11. Does the resume avoid repetitive descriptions?	Yes	No	Not Sure
12. Are the action statements bulleted consistently?	Yes	No	Not Sure
13. Are there additional categories: Languages, Leadership Experience, Honors and Awards, Professional Affiliations, Specialized Skills, Related Coursework?	Yes	No	Not Sure
14. Formatting consistent (dates, margins, font, etc.)?	Yes	No	Not Sure
15. Font size 10-12 (straightforward font like Times New Roman or Arial)	Yes	No	Not Sure
16. Margins standard (0.5 - 1 inch) with plenty of white space?	Yes	No	Not Sure
17. Bullets, bolding, italics and underlining used appropriately?	Yes	No	Not Sure
18. Free of personal pronouns?	Yes	No	Not Sure
19. Free of errors and typos?	Yes	No	Not Sure
20. Tenses consistent? (past tense for prior jobs, present tense for current jobs)	Yes	No	Not Sure
21. Is the resume limited to one complete page?	Yes	No	Not Sure
22. Overall, does the resume "flow"?	Yes	No	Not Sure
23. Does the resume give a positive first impression?	Yes	No	Not Sure