

Resume Checklist

Use this checklist as a guideline to help you prepare your resume. If you have specific questions about how to best highlight your skills and experiences, please [book an appointment](#) with a Peer Helper or attend a [drop-in appointment](#).

BASIC LAYOUT

APPEARANCE & FORMAT

- Font is simple, easy to read and consistent (maximum of 2 font types)
- No grammatical, spelling or punctuation errors
- Dates, titles and employers are discernible at a glance and consistent formatting is used
- Acronyms or abbreviations are spelled out with first use
- Bullet points (not paragraphs) are used to explain jobs and experiences
- There are at least 3 and no more than 6 bulleted statements under each heading
- Items in all sections are listed in reverse chronological order
- Third person is used throughout resume and a formal concise writing style is used
- Resume is no more than 2 pages
- If resume is more than one page, name and page number is at the top of the second page
- White space is used well; resume is visually appealing

FUNDAMENTAL

SUBSTANCE – Header, Education & Experience

- Name (in larger font than body of resume), present address, phone number (with area code) & email are at the top of resume; listing permanent address is optional
- Email is appropriate & is not hyperlinked
- Degree or diploma listed is specific and accurate with emphasis on education not the institution
- The timeline of degree is listed or a graduation date for a completed degree has been provided
- Awards & scholarships listed include value and criteria, following the institution or in a separate section
- Skills and accomplishments are emphasized, rather than duties or responsibilities (i.e. “balanced budget 99% of the time” NOT “responsible for budget”)
- There is little or no repetition within the resume
- If interests and hobbies are included, they have been selected mindfully to add value and highlight relevant skills

ADVANCED IMPACT

LANGUAGE & DESIGN

- A strong and descriptive past tense active verb is the first word used in the majority of sentences
- The CAR (Challenge/Action/Results) technique is used in many statements
- Skills are qualified and accomplishments are quantified where possible
- Adverbs are used sparingly to highlight extra special skills
- Experience statements are targeted towards the career field
- Language is rich, natural & sincere
- Heading labels are meaningful, with sections listed in order of importance and relevance
- If an objective statement is used, it is specific, unique and speaks directly to an employer’s needs
- If a skills summary section is used, it stresses a maximum of 6 targeted qualifications
- Length is appropriate – word selection is purposeful, writing is concise and a clear picture of your skills and competence is presented