

Resume Checklist

By Alex Strickland

- ☐ Overall Presentation
 - ☐ Place your name at the top of the page.
 - ☐ Ensure the address, phone number and email are accurate and easy to read.
 - ☐ Ideal length for graduate resumes is 2-3 pages, ideal length for professional resumes is 3-4 pages.
 - ☐ Formatting should be consistent throughout the resume.
 - ☐ Use white space appropriately.
 - ☐ Use professional looking font.
 - ☐ Make the headings stand out.
 - ☐ Allow for an adequate left-hand margin.
 - ☐ Use formal business language.
 - ☐ Avoid jargon.
 - ☐ Avoid repetition of information.
 - ☐ Leave an overall positive impression, delete negative words or phrases.
- ☐ Content
 - ☐ Do not include personal information (age, marital status, family status).
 - ☐ Use a professional email address.
 - ☐ Do not include information that is out of date.
 - ☐ Include a clear and concise Objective Statement.
 - ☐ Indicate short and long term career goals.
 - ☐ Enter most recent information first.
 - ☐ Include the headings: Education, Experience, and Skills.
 - ☐ Make sure your accomplishment statements start with action verbs.
 - ☐ Make sure your accomplishment statements demonstrate the use of key skills.
 - ☐ Describe the work experience in clear concise bullet points.
 - ☐ Concentrate on professional skills to match the position or organisation.
 - ☐ List any relevant short courses or conferences you have attended.
 - ☐ List 2-3 interests or social activities that demonstrate a balanced and active life.

- ☐ State your availability, if appropriate.
- ☐ Ensure all dates are correct and explain any gaps.
- ☐ Proofread and check for grammar and spelling errors.