

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 - Do not include information that is out of date.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.