

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- Do not include information that is out of date.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