

# RESUME CHECKLIST

## OVERALL APPEARANCE

- ✓ Your résumé format is indicative of your organizational skills. Is it aesthetically appealing, easy to read/follow?
- ✓ Are the indentions aligned, margins equal, and is your résumé properly balanced on the page?
- ✓ Is the writing consistent in such things as capitalization and punctuation of each bullet?
- ✓ Did you make sure that the verbs under your current position are all in the present tense, and the ones describing your past positions are in the past tense?
- ✓ Successful recruiters know how to speed-read. What information is first noticed, if a recruiter scans your resume in 30 seconds? (Degrees, specific company names, specific job titles, skills, accomplishments, etc.)
- ✓ Have you ABSOLUTELY made sure that your resume is free of any grammatical, formatting, or typing errors?
- ✓ What font are you using? Is it congruent with the image you are projecting?
- ✓ Do you have the proper header and footer in place and aligned with all other margins?

## GENERAL

- ✓ Who will be reading your résumé? Who is your audience? Are you properly targeting your audience?
- ✓ How does your résumé begin? Does it begin with what is most important/pertinent?
- ✓ Did you describe your responsibilities in such a way that any reader would understand and not just the people who worked with you at that company?
- ✓ Is your résumé written in reverse chronological order?
- ✓ Does your résumé clearly relay what position or field of work you are interested in?
- ✓ What about any awards and recognitions? Are they properly displayed on your résumé and easily seen?

## WORK EXPERIENCE

- ✓ If there are promotions in your background, did you properly make them stand out in your resume?
- ✓ Did you highlight your skills, knowledge, and abilities, as they relate to the position you're applying for?
- ✓ For each position, have you indicated the organization, title, and appropriate dates? Did you make sure to be uniform, when abbreviating the months, in your resume? (i.e. Feb. or February or 02)
- ✓ Are your accomplishments clearly stated and easy to understand?
- ✓ Did you avoid all personal pronouns?
- ✓ Did you avoid all redundant data, or have you repeated the same thing multiple times?

## EDUCATION

- ✓ Did you write the full name of the school, without abbreviations?
- ✓ Is your degree properly presented?
- ✓ If currently at school, have you included your graduation anticipating date?



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