# The Resume Checklist

|  |  |  |
| --- | --- | --- |
| **Category** | **Item** | **Completed** |
| **Contact Information** |  |  |
|  | Includes name |  |
|  | Includes email |  |
|  | Includes LinkedIn |  |
|  | Includes phone |  |
|  | Includes city, state |  |
|  | Section formatted correctly |  |
|  | Section organized correctly |  |
| **Skills Section** |  |  |
|  | Includes appropriate heading |  |
|  | Includes five skills |  |
|  | Develops five skills with specific examples/details |  |
|  | Includes keywords from job posting |  |
|  | Includes quantitative data to demonstrate accomplishments |  |
|  | Section formatted correctly and consistently |  |
|  | Section organized correctly |  |
| **Education Section** |  |  |
|  | Includes appropriate heading |  |
|  | Includes all 4-year colleges and post high school education |  |
|  | Reverse chronological order |  |
|  | Includes location city, state |  |
|  | Includes dates attended and/or expected graduation date |  |
|  | Includes major/minor |  |
|  | Section formatted correctly and consistently |  |
|  | Section organized correctly |  |
| **Work History Section** |  |  |
|  | Includes appropriate heading |  |
|  | Includes appropriate number of jobs/internships |  |
|  | Includes job titles |  |
|  | Includes employment dates |  |
|  | Reverse chronological order |  |
|  | Includes transferrable skills |  |
|  | Includes keywords from job posting |  |
|  | Includes description of transferrable skills |  |
|  | Includes specific duties applicable to new position |  |
|  | Includes description of specific duties applicable to new position |  |
|  | Includes quantitative data to demonstrate accomplishments |  |
|  | Utilizes power verbs |  |
|  | Only relevant information included in this section |  |
|  | Section formatted correctly and consistently |  |
|  | Section organized correctly |  |
| **Bottom Section(s)** |  |  |
|  | Includes appropriate heading(s) |  |
|  | Includes appropriate experiences |  |
|  | Describes experiences |  |
|  | Section formatted correctly and consistently |  |
|  | Section organized correctly |  |
| **Audience/Context** |  |  |
|  | Conservative and professional approach |  |
|  | Includes keywords for industry/from job opening description |  |
| **Format/Design** |  |  |
|  | Appropriate format for a professional resume |  |
|  | Attractive format |  |
|  | Consistent format throughout |  |
|  | Attractive, appropriate use of white space |  |
|  | Consistent spacing |  |
|  | Consistent capitalization |  |
|  | Consistent font choices |  |
|  | Consistent font size |  |
|  | Appropriate margins |  |
|  | Consistent emphasis (bold, italic, etc.) |  |
|  | Easy to skim |  |
|  | Consistent/correct alignment |  |
|  | One page in length |  |
| **Organization** |  |  |
|  | Resume sections organized appropriately |  |
|  | Resume sections chosen and organized to highlight strengths |  |
| **Language** |  |  |
|  | Effective word choices |  |
|  | Concisely written |  |
|  | Well-written (syntax) |  |
|  | Verb tense consistent throughout |  |
| **Mechanics** |  |  |
|  | Error-free |  |
|  | Grammatically correct |  |

Make changes to your resume based on the areas of the checklist.

1. Did the resume checklist help you notice anything that is missing or needs to be changed on your resume? If so, make these improvements to your resume.
2. Compare your resume to the job posting. Did you include all the key words?
3. Review your resume. What makes it unique? Why would this potential employer want to bring you in for an interview?