

Resume Checklist

First Impressions

- The resume looks original and not based on a template.
- The resume is inviting to read, with clear sections and ample white space.
- A professional summary is included so the reader immediately knows the applicant's value.
- The Resume includes a relevant sample of career accomplishments.

Contact Information

- Contact is simple with first/last name, email, phone number, and address (only city and state).

Professional Summary

- The introduction is brief, uses positive language, includes a notable job-related accomplishment, highlights directly relevant experiences and skills, and keeps content concise within five sentences.
- The reader can easily identify what the applicant has to offer that meet the employer's needs, and the value the employer will receive.

Work Experience

- No more than 3 to 5 bullet points of accomplishments per work experience.
- Accomplishment statements begin with strong, varied action verbs (present job = present tense; past job = past tense) and are action/result oriented.
- Accomplishments are quantified by using numbers, percentages, and dollar amounts as measures of success when applicable.
- Each statement describing work experience is prioritized in order of importance/relevance.
- Relevant job experiences are highlighted, focusing on skills and achievements most applicable to the target position.

Education

- Shows each institution, degree, major, and dates for each degree or educational accomplishment.
- High School omitted if a college degree has been obtained.

Format

- The resume is 2 pages maximum.
- The font is easy to read and has no more than 3 font sizes.
- The use of bullets, bolding and underlines are limited.
- Spacing and margins are consistent throughout the Resume.
- All Resume sections are clearly labeled.
- Sections are placed in the best order to highlight applicant's strongest credentials.
- The work history is listed in reverse chronological order (most recent job first).
- If Resume goes to a second page, the contact information, and the words "Page 2" are at the top.

Writing Style

- Personal pronouns are omitted.
- The content flow is logical and easy to understand.
- The phrase "references available on request" **is not used**.
- The Resume is free of typos, spelling, grammar, or syntax errors.

Overall Relevance

- The Resume is tailored to the job requirements.
- The resume uses appropriate keywords and industry acronyms.
- Scientific jargon is kept to a minimum and only when strictly necessary.
- Applicable additional information, such as awards and affiliations, professional memberships, is included.
- The resume highlights the candidate's unique selling points and demonstrates their fit for the desired position.