Resume Checklist

Check the following points before you give or send your resume to others.

Appearance:

Executive resumes should not exceed two pages.

The top half of the first page must show only your contact details, your three best skills, and no more than three achievement stories.

Did you use a serif font (like Times Roman), preferably 12-point, but no less than 11-point? Serif type fonts are warm; sans serif fonts (like Arial) are cold.

Text should be single spaced and page margins should be 1 inch.

Use **bold** only for major captions, like section headings, names of employers, and job titles.

Avoid *italics*. Italics may not scan accurately and software may not translate it well.

AVOID CAPITALIZATION. IT IS HARD TO READ.

Structure:

Avoid ALL references to **I**, **me** or **my.**

Use very simple text layout for your resume. Using tables, boxes and symbols detract from the message that is most important.

When you use bullets, use no more than three at a time.

All sentences should be short, to-the-point, and convey only one thought.

Have someone who does not know you very well read your resume. Ask if they were able to quickly grasp what you want and what you have done.

Content:

Have someone who does know you well read your resume. Ask if they think it accurately reflects what you can do for others and what you have done.

Does your Employment Objective convey the opportunity you are seeking in a way that others can clearly understand and remember?

Have you prioritized your skills and achievements, showing the most important first?

Are your skills and achievements relevant to the position you’re seeking?

Do your achievement stories demonstrate your skills?

Have you avoided describing traits and characteristics that are subjective statements?

Have you avoided using jargon, clichés, colloquialisms, unfamiliar acronyms and hyperbole?

Have you excluded non-occupational information, such as marital status, hobbies, religious associations and personal interests that aren’t relevant to employment?

Did you include awards or certifications that demonstrate exceptional performance or commendations?

Have you included information, such as foreign language skills, involvement on boards, or other activities or interests that might be of interest to a potential employer?

Did you omit names and contact details of references? (When employers want that information, they'll ask for it.)

When you read your resume, can you say: "This is me, and others who know me will agree."

Other considerations:

1. When you are mailing a hard copy of your resume to someone, use a good smooth white or off-white bond paper and matching envelope.
2. When you are enclosing a cover letter with your resume, use a standard #10 letter envelope. Fold your letter and your resume together so when they’re unfolded, the resume is behind the letter.
3. When sending an electronic file containing your resume, prepare a one-page cover letter including it as page 1 with your resume as pages 2 and 3.