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.