

Résumé Checklist

- ___ Have you reviewed various résumé formats on our website and determined which one you think will work best for you?
- ___ Have you created a résumé rough draft based on the suggestions in this checklist and the examples given? If you are challenged by spelling, punctuation, or grammar, have you taken your rough draft to the Undergraduate Writing Lab?
- ___ Have you read through the list of active words/phrases for résumés on our website before beginning your rough draft?
- ___ Is your résumé easy to read based on appearance/layout?
- ___ Are your formats consistent; for example, the way you format a date?
- ___ Is your contact information clearly presented at the top of your résumé?
- ___ Does your objective include type and level of position sought?
- ___ Does your use of headings help establish common ground with your potential employer?
- ___ Is your résumé organization brief—usually one page unless you have 5-10 years of experience or more?
- ___ Is your résumé organized in reverse chronological order in terms of employment and education?
- ___ Do your résumé items demonstrate the ability to do the job and speak to your potential employer's needs? Does it include your certifications?
- ___ Does the content of your résumé support and substantiate your objective?
- ___ Does your résumé contain only the personal data relevant to your potential job?
- ___ Does your résumé omit racial, religious, and/or political affiliations unless it is a bona fide occupational qualification?
- ___ Does your résumé have your degree(s), certification(s), and/or program(s) in which you are or have been enrolled; date of graduation and/or anticipated date of graduation, certification, etc.?
- ___ If applicable, does your résumé include major, minor and/or area(s) of concentration or specialization?
- ___ Did you include your G.P.A., honors, and/or awards at the collegiate level?
- ___ Have you included each paid, volunteer, extracurricular, intern, co-op experience relevant to your objective, including: title held, organization name, city, state, or country location (if not U.S.)?
- ___ Did you use action verbs to begin phrases (see list if you need ideas)?
- ___ Does your résumé include short, action-oriented phrases instead of complete sentences?
- ___ Is your résumé written in active rather than passive voice? (Ex: Active—Marilyn mailed the letter. Passive—The letter was mailed by Marilyn.)
- ___ Does the layout/space utilization incorporate enough blank space for easy reading?
- ___ Did you include references and contact information at the bottom (for them)?
- ___ Did you print your resume on high-quality paper? Did you use a conservative, conventional color such as white, off-white, ivory, light tan, light gray, etc. heavy weight bond?

References:

www.careers.wvu.edu

Liberal Arts Career Center—UT

Careers.gmu.edu/student/resume/resources/checklist.pdf

http://resources.educationamerica.net/r_tips7.html

Various Books on résumés
available in our office