

# RESUME CHECKLIST

## FORMATTING

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- ☐ SPELL CHECK
- ☐ GRAMMAR CHECK (CAPITALIZATION, SPACING)
- ☐ FONT STYLE IS CONSISTENT, PROFESSIONAL, AND EASY TO READ
- ☐ CLEAR SECTION HEADINGS
- ☐ DATES ARE FORMATTED THE SAME WAY (JAN 2024-DEC 2024)
- ☐ PAST TENSE FOR PREVIOUS JOB/WORK EXPERIENCE, CURRENT TENSE FOR CURRENT ROLE
- ☐ SAVED AS PDF WITH ACCURATE/APPROPRIATE NAME (JANE\_DOE\_RESUME.PDF)
- ☐ 1-2 PAGES LONG

## CONTACT INFORMATION

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- ☐ FULL NAME
- ☐ PHONE NUMBER
- ☐ CITY, STATE
- ☐ PROFESSIONAL EMAIL ADDRESS

## EDUCATION (IF MULTIPLE, MOST RECENT FIRST)

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- ☐ NAME OF SCHOOL AND LOCATION
- ☐ DEGREE AND MAJOR
- ☐ GRADUATION MONTH AND YEAR

## EMPLOYMENT (IF MULTIPLE, MOST RECENT FIRST)

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- ☐ JOB TITLE, COMPANY NAME, AND LOCATION
- ☐ DATES OF EMPLOYMENT (MONTH AND YEAR)
- ☐ BULLET POINTS DESCRIBING RESPONSIBILITIES AND ACCOMPLISHMENTS
- ☐ USE ACTION VERBS
- ☐ INCLUDE SOFT/TRANSFERABLE SKILLS (ORGANIZATION, TEAM WORK, COMMUNICATION)
- ☐ QUANTIFY ACHIEVEMENTS WHEN POSSIBLE (INCREASED SALES BY 20%)

## OPTIONAL ADDITIONS

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- ☐ CERTIFICATIONS/LICENSES
- ☐ VOLUNTEER WORK/EXTRACURRICULAR ACTIVITIES
- ☐ PROFESSIONAL MEMBERSHIPS