

RESUME CHECKLIST

FORMATTING

- 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

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

EDUCATION (IF MULTIPLE, MOST RECENT FIRST)

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

EMPLOYMENT (IF MULTIPLE, MOST RECENT FIRST)

- 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

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