
CHECKLIST FOR REVIEWING YOUR RESUME

FIRST IMPRESSION

- Do you want to read it? What stands out in a 10- second scan?
- Is your resume free of spelling, punctuation and grammatical errors?

LAYOUT AND APPEARANCE

- Are headings easy to find and consistent in capitalization or bold-face?
- Have you avoided any italics or underlining, or font size less than 11-pt.? (Not always read by optical scanners that most companies use.)
- Is the information clear and concise, with no irrelevant data?

FORMAT AND ORGANIZATION

- Have you included expected graduation year or month and year, and degree and/or major you're pursuing? Is your highest degree being pursued at the top of this section?
- Is your resume 1 - 2 pages maximum, with the most relevant experience and skills near the top? Could the resume be shortened and still present the same qualifications?
- Do phrases begin with action verbs?
- Are past tense verbs used consistently throughout the resume (as appropriate)?
- Is your Experience section in reverse chronological order?
- Did you list dates, job titles, employer names, cities, and states in your Experience section?
- Did you include a Skills or Summary section (including your specific computer, language, and relevant work skills)?

OBJECTIVE

- Is a brief and clear job objective included, targeting either job function or field desired?
- Is the focus on what you can contribute, not gain?
- Does the objective match or support the content of the resume?
- If you have several possible objectives, have you done one resume for each specific objective?

CONTENT RELEVANCE

- Does the content stress relevant skills, accomplishments and results (using numbers where relevant)?
- Did you list your education and relevant training? (Probably near the top, since college students and recent graduates are highly marketable)
- Did you list relevant volunteer, extracurricular, and non-paid work?
- Does the resume include all information necessary to demonstrate ability to do the job?

If you answered "No" to any of these questions, you have not written a final draft! Creating a trashproof resume is a process! Career Peer Mentors are available in the Career Center on a drop-in basis to review your resume and suggest ways to make it more effective.