RESUME CHECKLIST

Layout & Formatting	Yes	No	Comments
Is my resume an appropriate length? (1 page preferred)			
Does my resume have .5"-1" margins?			
Is the font easy to read and size 10-12pt (Content), 12-14pt Titles, 14-16pt Name			
Is the formatting consistent throughout the resume? (Review your font type, bullets, dashes, dates, heading styles, titles, etc.)			
Are the headings and statements evenly spaced?			
Are the verb tenses in past tense?			
Are the experiences in each section in reverse chronological order, most recent to least recent?			
Is the resume completely free from spelling, punctuation and grammatical errors?			
Have you followed the rules of capitalization?			
Is it written in third person voice (no personal pronouns or "I" statements)?			
Is the resume easy to read? Is there a good balance of white space and text?			
Contact			
Contact Header: Is the name at the top of the page and in bold (14-16 pt. font)? Are the phone number, email, and LinkedIn URL easy to read?			
Category Headings			
Did you include some of the following headings: Education, Skills, Internships, Relevant Work Experience, Research, Community Service, Leadership, etc. as appropriate?			
Education			
Does the education section state the name of the institution, city, state, expected graduation date, major, and minor? (GPA inclusion optional)			
Are there relevant honors and awards?			
Study Abroad program, city, country, dates			
Thesis (if relevant)			
Presentations and/or publications (if relevant)			

Relevant Skills / Summary of Qualifications (optional section)	Yes	No	Comments
Are the skills relevant to the requirements of the job posting?			
Is there a good balance of hard and soft skills?			
Do the bullet points "show" an employer your possession of that specific skill? (Review the Skills by Category document on the CCEC website)			
Did you include 6-8 bullet points?			
Experiences			
Do the experiences include a position title, company name, city, state, and dates?			
Are there 2-4 accomplishments per experience? (bullet point statements)			
Do the bullet points highlight accomplishments and outcomes vs. routine daily tasks?			
Does each bullet point answer these questions: What did you do? How did you do it? Why did you do it? What was the result or impact? (Refer to this bullet point builder document for help)			
Do the bullet points start with a variety of action verbs? (Review the Action Words document on the CCEC website)			
Do the bullet points demonstrate and provide evidence for the key skills listed in the skills section (if included)?			
Do the bullet point statements quantify results (e.g. use numbers when possible?)			
Are the bullet point statements written in past tense, third person voice, and incomplete sentences?			
Are the experiences in reverse chronological order within sections?			
Are there organized sections with relevant titles listed in the most relevant order targeted to the position?			