**Resume Checklist**

After you finish writing your resume – and before you send it out – have another person review it for content, appearance and accuracy.

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| **Resume Layout** |  |
| * Quick and easy to read (1 – 3 pages long) |  |
| * Tailored to the job you're applying for, using key words from position description |  |
| * Typed – use friendly Type face (simple font not too small). e.g. **Not like this** and **not like this**. Times New Roman 12 or Arial 11 is recommended. |  |
| * Page numbers and your name on each page |  |
| * Lots of white spaces, not too cramped |  |
| * Use bullet points |  |
| * Put the most relevant information on the front page |  |
| * Start with your most recent job and work backwards. Include dates, employer, job title |  |
| * Keep the focus on your skills, experience and knowledge rather than on the job roles that you have done |  |
| **Is the overall content of the resume on target?** |  |
| * Will the content catch an employer’s interest? |  |
| * Are your key skills and strengths highlighted? Use simple action words. |  |
| * Is it an overall representation of your qualities? |  |
| * Do not include any personal information (age, marital status, religion, ethnic origin, disabilities) unless you wish to do so. E-mail address is professional/neutral. |  |
| * Does it include 2 – 3 referees? Preferably at least 2 current points of contact for each. Referees should be informed you are including them. |  |
| **Is the resume attractive and easy to read?** |  |
| * Does the resume look attractive? |  |
| * Are keywords and phrases easy to identify? |  |
| * Do not use jargon or abbreviations/acronyms. |  |
| **Is the resume professional, complete and accurate?** |  |
| * Is the resume free of grammar, spelling and typing errors? |  |
| * Is it complete (all dates, contact information, etc. provided)? |  |