

# Resume Checklist

Each statement listed needs to be checked “agree” prior to submitting your resume for a position.

	Agree	Disagree
My resume is not in a template.		
All information including work history and employment is listed in reverse chronological order (most recent first).		
I have fully listed and explained my job responsibilities in detail using action words and relatable/transferable responsibilities.		
My resume does not say “Responsible for...” when describing my duties.		
I have used present tense when describing any current position I hold and past tense for any previous positions.		
I have included my education.		
I have included my valuable soft skills throughout my resume.		
My resume does not say “references available upon request”		
My reference page is a separate document from my resume.		
I have not used “I”, “me” or “my” on my resume.		
I have selected a professional font like Arial, Courier, Calibri, Times New Roman.		
I have used font size 11 or 12 point for the content of my resume.		
I have used font size 14 or 16 point for my name.		
I have included my name, including middle initial, mailing address (Street Address, City, State, Zip Code), phone number, and professional email address at the top of my resume.		
My email address is not in blue font, is not underlined, and is not a hyperlink.		
I am not using a header for the document.		
There is not a border around the outside of my resume.		
My top and bottom margins are the same size.		
My left and right margins are the same size.		
My resume is single spaced throughout.		
I have reviewed my resume in-detail for spelling and grammar errors.		
I have had a friend or family member carefully review my resume for spelling and grammar errors.		
All bullet points on my resume are in alignment and are the same size and type.		
I have used bullet points and not symbols when creating lists.		
If I have used columns, they have the same amount of lines on the right and left side.		
My layout is consistent throughout in regards to font choice, spelling, spacing, alignment, etc.		
The spacing is consistent throughout all sections and between sections on my resume.		
The layout of my dates is consistent throughout.		
I have not used abbreviations on my resume.		
I have included months and years in my dates.		
My resume does not split onto two pages in the middle of a section.		
If my resume is two pages, I have a substantial amount of information on the second page.		
My resume does not appear to be “scrunched” towards the top of the paper with lots of white space towards the bottom.		