

# Resume Review Checklist



*Recommendations from the Capella University Career Center*

## Instructions

*A polished, error-free resume is vital to a successful job search. Use this checklist to proofread your document.*

## Format

Check the formatting of your resume.	Check
<ul style="list-style-type: none"><li>The same font is used throughout my resume.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>The font size on my resume is legible.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>The dates on my resume are aligned in the right margin.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>My resume contains <b>no</b> abbreviations. If used, I have also spelled out the word.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Each section is listed in reverse chronological order.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>The location is listed for each job, degree and professional association.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>The same style for the month and year of date is used. (06/07 – 08/10 vs. June 2007 – August 2010)</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>I have been consistent in how I write date ranges. ("–" vs. "—" vs. "to" vs. "until")</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>The indent level for bullet points and content is the same throughout the resume.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>The format of all degree names is the same. (PhD, MS vs. Doctor of Philosophy, Master of Science)</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>The spacing between positions, and before and after headings is the same.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>The job titles are formatted consistently.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>The section headings are formatted consistently.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>The document is single-spaced.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>My name and page number appear in a header on the top of page 2. (only relevant for 2 page resumes)</li></ul>	<input type="checkbox"/>

## Content

Check the content of your resume.	Check
• My resume is concise (limited to 1-2 pages).	<input type="checkbox"/>
• My resume contains <b>no</b> spelling, grammar, or punctuation errors.	<input type="checkbox"/>
• My resume includes a Summary Statement that is tailored to fit the position and describes the relevant experiences and skills I have to offer the employer.	<input type="checkbox"/>
• My resume does <b>not</b> include personal information. (e.g. height, weight, marital status, and photo)	<input type="checkbox"/>
• My resume does <b>not</b> include an Objective Statement.	<input type="checkbox"/>
• My resume does <b>not</b> include the statement "References will be provided upon request" and instead I've prepared a separate document listing my references.	<input type="checkbox"/>
• All of the information on my resume is current.	<input type="checkbox"/>
• Each bullet point on my resume begins with an action verb (present tense for current experiences and past tense for past experiences). (e.g. manage/managed, provide/provided, etc.)	<input type="checkbox"/>
• When possible I have included specific result statements in the content of my bullet points.	<input type="checkbox"/>
• My address, phone number, and email address is current.	<input type="checkbox"/>
• I have listed only one phone number so an employer knows which number to use.	<input type="checkbox"/>
• I have listed a professional email address. (e.g. your Capella University e-mail address or another professional address using your full name such as Jane.Smith@gmail.com)	<input type="checkbox"/>

## Customization

Check the customization on your resume.	Check
• My resume is customized to the position for which I am applying.	<input type="checkbox"/>
• My resume contains only information relevant for the specific position for which I am applying.	<input type="checkbox"/>