

Resume Self - Review Checklist

PRESENTATION

Good use of paper space

- ___ Margins of at least .5 inch but no greater than 1 inch
- ___ Resume content is balanced on the page (e.g., not all up at the top, but stretched or condensed to looking appealing)
- ___ Consistent font/point size (e.g., all headings and body content must be of the same font size and style no smaller than 10 point)

Effective use of formatting attributes

- ___ Apply italics or bold only to words that are headings, subheadings, job titles, or degrees, improper use of capital letters
- ___ Consistent and clearly defined format for headings and dates; dates are listed from most recent to last

CONTENT

- ___ Employment objective (if listed) is clear and lists a specific position or level (e.g., "Entry level position in sales")
- ___ Relevant material is listed close to the top of the page, working down to less relevant material
- ___ Clear, concise language—Avoid using slang, poor grammar, misspellings, resume filler words (responsible for, duties included)
- ___ Tangible relevant skills
 - List skills that you have demonstrated in classwork or on the job
 - List skills that are relevant to the job for which you are applying
 - List skills in their context; it is more effective than boilerplate lists or empty statements like "Strong people skills" or "Good oral/ written communication skills"
- ___ Demonstrate transferable skills appropriate to the target job
- ___ List up to the last 10 years of your paid work experience
- ___ List volunteer experience in which you demonstrated skills relevant to the job
- ___ Contact information must include at **least** your name, phone number, and email address
- ___ Use discretion when disclosing activities/memberships – to avoid discrimination potential
- ___ Resume statements begin with verbs, list details and results if possible

GRAMMER AND PUNCTUATION

- ___ No use of personal pronouns (I, me, my)
- ___ Consistent in either using or not using periods in a bulleted list of resume statements; either is correct