

RESUME CHECKLIST

CONTENT	OK
Order of Information	
Does the most important category come first?	
Is the organization logical and clear?	
Completeness	
Are all major topics emphasized by the employer covered?	
Is each area concise yet complete?	
Are duties <i>and</i> achievements described in specific terms?	
Relevance	
Is there a clear reason for each piece of information?	
Has the information been tailored to a targeted field and job?	
LANGUAGE	
Word Choice	
Are action verbs or nouns (key words for scannable resumes) used?	
Are inappropriate jargon and military abbreviations avoided?	
Is the language clear and straightforward?	
Mechanics	
Are there any errors in spelling, grammar or punctuation?	
Are there any typographical errors?	
APPEARANCE	
Layout	
Is the resume appealing and easy to read?	
Does it use headings effectively?	
Does it use white space, indentation, underlining, capitals effectively?	
Does it have a professional look?	
Consistency	
Are layout features—headings, spacing, type face, ink—consistent throughout?	
Is the wording consistent throughout?	