

Resume Checklist

Resumes are focused professional and academic life summaries. Resumes are subjective, there is no perfect format and different styles appeal to different types of employers.

- Error Free** (no inconsistencies, spelling, or grammar mistakes; all could instantly disqualify you)
- One Page** (unless you have extensive relevant experience)
- Easy to Read** (with clear font choices)
- Prominent Name & Contact Info** (up-to-date and easy to find)
- Clear & Organized Content** (order each section and list content from most to least relevant)
- Reverse Chronological Order** (most recent first)
- Consistent Tenses** (present tense for current position and past tense for older positions)
- Use Bullet Points** (highlight skills, abilities, competencies, and relevant duties)
- Consistent Margins** (can be adjusted to save space, but keep even)

Many employers spend
10 seconds
reviewing your resume. Make
your best qualities easy to find.

Employer Pet Peeves:

- **No Personal Information.** Don't include photos, marital status, age, weight, religion, etc., to avoid potential discrimination issues.
- **No Templates.** A unique resume will set you apart from the competition.
- **No Jargon, Acronyms, or Abbreviations.** The person reviewing may be unfamiliar with some terms.
- **No "References available upon request."** Have a separate page of references.

**Your resume is an advertisement.
Employers are the target and you are the product.
Have your resume reviewed!**