

Resume Checklist

One Step Closer to the Interview



Content

- 1. Make sure contact information is easy to find and easy to read.
- 2. Make a qualification section. Your qualifications = the employer's requirements and preferences.
- 3. Make a skills section showing that you have skills the employer is looking for!
- 4. Use action verbs.
- 5. Work is quantified when possible and numbers are honest.
- 6. If you have space, add volunteer activities and hobbies to show personality.
- 7. Honors and Achievements.
- 8. Content is organized to make it easy for the employer to find what it is they are looking for.

Formatting

- 1. Font is easy to read and at least 11pt to 12pt font.
- 2. Good rule of thumb: Try to keep your resume to 1 page.
- 3. Be consistent with headers and bullets – make it pop!
- 4. Resume is easy to read and relevant to the position you are applying for.

Double-take

- 1. Double check your resume for spelling and grammar errors
- 2. Have someone else read over it and give feedback – *remember that resumes are not black and white. Every single person who looks at it is going to have a different preference. If you have 10 people look at it, you will most likely have to change it 10 times.*

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At the End of the Day

- 1.** Put yourself in the employer's shoes and look at your resume from their point of view. Are the Qualifications and Skills what the employer wants to see or are they irrelevant?
- 2.** Would it stand out in a pile of 10-50 resumes?
- 3.** Is it clean and easy to read?
- 4.** Should it get you an interview? Why or why not?
- 5.** Most of all, remember... If the information on the resume is relevant to the position you are applying for and it's easy to find the information the employer needs, be proud of yourself! You are one step closer to the interview!

Resume Writing Tips

- 1.** Don't forget to look for keywords in the job posting and apply the keywords to your resume. Nowadays, the electronic application process uses Applicant Tracking Systems (ATS) to screen resumes and applications before they are even seen by a set of human eyes. The best way to beat an Applicant Tracking System is by also having the keywords in your resume and application that you see in the Job Listing.
- 2.** Do some research! Use an online search portal to view samples of resumes in your industry.
- 3.** Include the most relevant information on your resume and be sure to put the most important information first!
- 4.** Think like an employer!