

Resume Checklist

First Impression	
	Name and contact information is easily located at the top of the page
	The resume is easy to read, with clear sections, and lots of white space
	The design looks professional, is visually appealing, and polished
	Key words and qualifications have been noticeably emphasized
	The resume is only one or two pages depending on the length of work experience

Content	
	Relevant qualifications specific for the job requirements have been included
	Qualifications have been presented honestly
	A clear list of career accomplishments has been included
	The accomplishments quantified by using numbers, percentages, dollar amounts or other measures of success (e.g. Managed store operations with \$1 million sales volume and eight employees)
	The information in the resume relevant to hiring managers' needs
	The content of the resume supports the professional profile, objective, and/or career summary
	Personal information that is unrelated to the job is omitted (e.g., marital status, age and nationality)

Style	
	The font is clear, readable, and 10pt font or larger has been used
	Design elements such as bullets, bolding, lines, etc. have been used to guide the reader's eyes through the document and highlight important points
	The design elements are consistent (e.g. spacing and font size used consistently throughout the document)
	All sections clearly labeled
	The resume sections are placed in the best order to highlight the applicant's strongest credentials
	Use attention-getting headings to separate major divisions, and add graphic lines and borders to separate sections of text
	The resume is balanced attractively on the page with equal page margins

Mechanics	
	Resume is error-free (no typos and no spelling, grammar or syntax errors)
	Capital letters have been used for proper pronouns
	Number and date formats are consistent
	Personal pronouns have been omitted
	Action verbs have been used
	Past tense for previous jobs, and present tense for current job have been used

Organization	
	The resume sections contain the required information for either a chronological, functional, or chrono-functional resume
	Chronological resume is appropriate for applicants who have the apparent qualifications for the job and it has headings such as “Education” and “Experience”, and list experiences in reverse chronological order
	Functional resume is effective for applicants who lack the appropriate education and experience, and it shows qualifications as headings
	The chrono-functional resume lists education and experience as headings and uses functional headings that emphasize qualifications
	The type of resume style is appropriate for its intended purpose
	Significant ideas have been placed in an emphasized position
	Experiences have been listed consistently, either in time sequence or in order of importance

Modified from:

Lehman, C., DuFrene, D., Murphy, R. (2013) BCOM. Nelson Education
Isaacs, K. Resume Critique Checklist. Monster