

# Resume checklist

## MY RESUME

- has a clean, attractive appearance
- follows a standard resume format (but not a template)
- provides contact information at the top
- is organized by logical sections
- matches the job I am applying for
- has even indentations (all elements are aligned)
- uses bold or italics to emphasize the most important elements
- has a sufficient margin (at least one half inch) on all sides
- has no misspelled words
- has no grammatical or punctuation errors
- does not include information from high school unless directly relevant
- does not list or offer references
- is organized logically for the job description
- uses conventional headings

## MY OBJECTIVE

- is positioned as the first element under my name and contact information
- focuses on what I offer the organization
- matches at least some of the requirements listed on the job description
- is concise

## MY EDUCATION SECTION

- provides the name of my school
- lists my degree(s) including any minor(s)
- gives my (anticipated) graduation date
- lists any relevant course work

## MY WORK EXPERIENCE SECTION

- is listed in reverse chronological order (most recent first)
- uses bulleted lists to describe tasks and accomplishments
- begins each bulleted item with an action verb in the appropriate tense
- uses specific language to describe my experience
- does not focus on irrelevant jobs

## MY SKILLS SECTION

- lists specific skills, including computer and language skills
- provides indications of my level of proficiency in each area
- includes any certifications