Résumé Checklist

Layout & Design	
Margins: Are your margins large enough for your résumé to be easily read and centered on the page? 1 inch max or 0.5 inch min all the way around the page.	
Font: Did you choose a font style and size that is easy to read and appropriate for your professional goals? Did you choose to use bold or italics as needed to differentiate details in the résumé?	
Layout: Did you choose a layout that is easy to read and consistent throughout the document? For example, if you chose to center your headings or put them flush left, did you keep this layout consistent throughout your résumé?	
Length: Did you limit your résumé to one page (or up to two full pages for highly experienced candidates)?	
Target	
Job Description: Did you use a job description to help you identify the most important skills and assets to highlight in your résumé?	
Key Words: Did you identify keywords from the job description that will likely be used by employers' applicant tracking software? Did you include these terms in your résumé?	
Name and Contact Information	
Name: Is your name at the top of the page, the largest font, and in bold?	
Address: If you included your address, did you remove your street address for safety purposes?	
Phone Number: Did you include a phone number where employers can reach you or leave a message? Is your voicemail set up? If so, do you have a professional sounding voicemail that is appropriate and clear for employers?	
Email Address: Did you include a professional email address that is appropriate for employers? Did you avoid using an email address where you receive an excess amount of spam?	
LinkedIn Public Profile URL: Did you consider whether to include your LinkedIn public profile URL? If so, did you update your LinkedIn profile URL to a customized LinkedIn profile name?	

Content	
Education: Does your education section state your official degree and expected graduation date? Did you include major, minors, institution, city and state? Is your degree bolded? Did you Include your cumulative GPA (if a 3.0 or above)?	
Additional Sections: Did you include any of these sections that apply to you? Relevant Work Experience, Internship Experience, Volunteer Experience, Additional Work Experience, Technical Skills, Leadership/Activities, Awards/Honors, Relevant Coursework, Certifications?	
Context: Are verb tenses in the present tense for current jobs? Are verb tenses in the past tense for previous jobs?	
Grammar: Is your résumé completely free of spelling, punctuation and grammatical errors? Make sure to visit the Writing Center in the Learning Commons, JCKL 3160!	

Saving and Sending Your Résumé	
Document Name: Did you save your résumé with your name (for example: johnbsmith_ résumé.pdf)?	
Saving Document: Did you save your résumé as a .pdf so that it will maintain all the formatting?	
Sending Document: Did you try sending the résumé to yourself to make sure the file opens properly?	

Final Review	
Do you feel your résumé is complete? Is it easy to read? Does it tell a story about who you are and what you have to offer?	
Did you proofread your résumé for typos and grammatical errors? Did you have multiple people review your résumé (e.g. faculty, staff, friends, peers, industry professionals)?	

Tips & Tricks

- Employers spend approximately **6-8 seconds** reviewing each résumé
- Concentrate on **what is in it for the employer!**
- Bullet listings of job descriptors; use short and direct statements, beginning each with an action verb