

Resume Checklist:

- My resume is streamlined to two pages maximum. One page should be used if I have less than five years' experience.
- My spelling and grammar are flawless.
- I had at least one other person read over my resume and I visited the Career Connection Center to have my resume critiqued.
- My format is consistent.
- Resume is not in a template or uses color.
- My verb tenses are consistent and correct – past tense shows accomplishment-oriented language
- My resume accurately represents my personality and experience.
- All of my dates are in reverse chronological order.
- I researched the organization beforehand to make sure I am serious about applying to this job.
- My resume strongly supports and is tailored to job of interest.
- My font is professional and 10-14pt in the body
- My descriptions are concise and accurate.
- I used strong, positive action verbs.
- I am able to elaborate on each of the work experiences listed, unless using a functional format
- I composed a cover letter to send with my resume, if appropriate.
- At first glance my resume looks neat and organized.
- I checked to see whether the job description asked for references and if so, they are included in my application.
- I capitalized, underlined, and/or bolded each section heading so that it stands out.
- Updated resume is saved and uploaded in PDF format for online job applications

