

RESUME CHECK LIST:

- _____ **1** Is it short and to the point (preferably one to two pages long)? Busy employers won't take the time to sift through a lot of information. **You have 30 seconds to sell the employer your resume!**
- _____ **2** Is it printed on good quality white or off-white standard, business-size bond paper? Are the margins at least one inch? **Do not use colored paper!**
- _____ **3** Does it look professional and inviting to read? Are items listed in point form? Is there a good balance of white space on the page?
- _____ **4** Is it well organized and readable? Do key points and headings stand out? Is your eye drawn immediately to the information you want employers to notice first—your most relevant accomplishments and achievements?
- _____ **5** Have you described how your work benefited your former employers (e.g. you improved sales by a certain percentage, you made procedures more efficient, you developed an innovative program)?
- _____ **6** Is the language clear, simple and concise? Does every statement emphasize a skill or ability? Have you eliminated unnecessary words or sentences?
- _____ **7** Is all of the information relevant and positive? (**Never** include anything negative!) Does everything you say about your qualifications relate to the requirements of the type of work you are applying for?
- _____ **8** Does every item start with an action verb? Are your tenses consistent? (Avoid the pronoun "I" and inexpressive phrases such as "I was responsible for . . ." or "My duties involved . . .") For ideas, check out **Use Action Words to Get the Job** (see Other Relevant Tips).
- _____ **9** Is the information accurate? (Don't exaggerate or misrepresent yourself—most employers check. On the other hand, don't sell yourself short by being too humble.)
- _____ **10** Have you listed your name, address (including postal code), e-mail address (if appropriate) and a telephone number where you can be reached during the day? (Don't include a photograph or unnecessary information such as height, weight, sex or state of health. Also, don't put the title Resumé at the top, or date or sign your resumé.)
- _____ **11** Did you check for spelling, grammar or typing errors? (If you are not absolutely sure, ask a friend to proofread your draft.)
- _____ **12** **If you have listed your references, put them on a separate sheet of paper.** Are they people who can verify the skills you have chosen to emphasize? (Always find out if the people you list are willing to provide a positive reference **before** you distribute your resumé!)