



Resume Checklist

Use this checklist during Meeting 7 (if needed) as a resource to make sure your student has a paid attention to detail in their working resume.

Appearance

A résumé's appearance should be **professional**, **appealing to the eye**, and **easy-to-read**. Check:

- My resume fits onto one page only (tip: play with margins, font size, etc. to get it right).
- My resume fills the entire page (tip: if not, it makes you look under-qualified; add more detail to each topic, change font, use of bullets, etc. to help fill page with your information)
- My bullet points match, line up, and my font is the same with minor variations throughout
- All of my indented information lines up vertically
- All of my information is spaced in an easy-to-read manner; categories are clearly divided
- My resume formatting is original and creative (Stands out! Doesn't look like all the others!)

Organization and Content

A resume should have **specific information** that is grouped neatly by **category**. Check:

- In my "Education" section, I have listed several courses, especially including electives applicable to the job you are applying for, like Business Management.
- In my "Work Experience" section, I have put my present or most recent job first
- In my "Work Experience" section, I have given the date, location, company name, job position title, and duties. **I have made sure to give detailed descriptions of skills or duties I used while working.**
- In my "Qualifications or Skills" section, I have listed items that are good descriptors of my personality; I have used powerful adjectives or action words.
- In my "Qualifications" section, I have made sure to include information about skills that are useful in any workplace such as: knowledge of computer programs, typing speed, bilingual ability, etc.

Mechanics and Word-Choice

A resume should be **completely free of errors in punctuation, capitalization and spelling**. Check:

- My address and phone number are punctuated correctly.
- All of my titles and proper nouns (names of school, club, workplace, etc) are capitalized.
- All of my dates include the full year (not '07, but 2007).
- I have used formal language in my resume, not slang terms or unexplained abbreviations.
- I have used strong, vocabulary that is original and not repetitive
- I have not used "I" or "me" anywhere in my resume.
- I have avoided broad, overused terms like: "good worker," "nice."
- I have spell-checked and proofread my resume at least 3 times.