

Resume Checklist

Why is a resume checklist beneficial? A resume checklist is beneficial to job seekers because they can help reduce errors and improve accuracy and clarity in your resume. When you finish writing your resume, the following checklist will assist during the proofreading stage. This can ensure your resume communicates the most critical information that hiring managers are looking for.

What to include... Here are several items to include in your resume and how each one is helpful:

1. Formatting

- Use a professional and easy-to-read font, with an appropriate font size (usually 10-12pt).
- Use consistent formatting for headings, bullet points, and sections.
- Use white space effectively to make your resume easy to scan.

2. Contact Information

- Include your name, phone number, email address, and physical address.
- Ensure that your contact information is accurate and up-to-date.

3. Professional Summary/Objective

- Include a brief overview of your experience, skills, and goals.
- Tailor your summary or objective to the specific job you are applying for.

4. Work Experience

- List your work experience in reverse chronological order (most recent first).
- Include your job title, company name, location, and employment dates.
- Use bullet points to describe your responsibilities and accomplishments.
- Quantify your achievements with specific numbers, percentages, or other metrics.
- Focus on the skills and experience that are most relevant to the job you are applying for.

5. Education

- List your educational qualifications in reverse chronological order (most recent first).
- Include the name of the institution, degree, field of study, and graduation date.
- Mention any academic honors, awards, or achievements.

6. Skills

- Include a list of your key skills and abilities.
- Focus on the skills that are most relevant to the job you are applying for.
- Use keywords and phrases from the job description to highlight your skills.

7. Additional Sections

- Include any additional sections that are relevant to your experience or achievements, such as certifications, professional affiliations, or volunteer work.
- Keep these sections brief and focused on the most important information.

8. Proofreading

- Carefully proofread your resume for spelling, grammar, and punctuation errors.
- Have someone else review your resume for additional feedback.

9. Tailoring

- Tailor your resume to the specific job you are applying for.
- Use keywords and phrases from the job description to show that you are a good match for the position.
- Customize your summary, work experience, and skills to highlight your experience and qualifications.