Resume Checklist

When putting together an effective resume, there are several things to consider. Below is a checklist of the key elements to help make your resume stand out from the crowd!

FORMAT & OVERALL PRESENTATION

- ❑ Not more than two pages with appropriate white space and margins
- ❑ Contains all the key sections that an employer would be interested in seeing
  (e.g. education, relevant experience both paid and unpaid, interests, etc.)
- ❑ Each section is in reverse chronological order (i.e. most recent first according to end date)
- ❑ Overall appearance is professional and easy to read (e.g. font, use of bullets, consistency, etc.)
- ❑ Formatting is consistent throughout
- ❑ Free of typos, spelling and grammar mistakes – proofread and proofread again!

RELEVANT CONTENT

- ❑ Content within the resume is tailored to the target position
  (e.g. choice and headings of sections, relevant courses/projects, paid/unpaid experiences, etc.)
- ❑ Showcases the skills, knowledge and personal attributes that are relevant to the position
  (e.g. if the employer is looking for leadership skills, make sure that you have included experiences and descriptions that demonstrate your leadership skills)
- ❑ Places more emphasis on relevant experiences versus less relevant ones
  (The number of bullets should vary depending on the relevance of the experience; you should include bullets that demonstrate you can meet the employer's needs)
- ❑ Order the headings and order the bullets within each experience based on relevance
  (Where possible, the most relevant sections should be in the first half of your resume; when describing your experiences, order your bullets based on their importance to target position)

ACCOMPLISHMENT-BASED STATEMENTS

- ❑ Bullets begin with strong action verbs that highlight relevant skills
  (Avoid using 'responsible for' to start your bullets)
- ❑ Descriptions contain results or outcomes whenever possible, which can be quantitative or qualitative (e.g. did you increase attendance, raise money, improve customer satisfaction, etc.)
- ❑ Bullets are clear and concise but include enough detail to describe key skills and attributes (i.e. in general keep bullets to 1-2 lines versus 3 lines and not longer than 3 lines)

  *When writing accomplishment-based statements think of the following 3 components:
  what did you do + how did you do it + results/outcomes.*