

# RESUME CHECKLIST

## CONTACT INFORMATION

- Name is spelled correctly
- Contact information is accurate
- Voicemail is setup and able to receive messages

## SUMMARY

- Include a summary statement
- Summary include information about what value your bring to a company
- Includes keywords and skills listed in your target job links
- Clearly demonstrates the types of positions that interest you
- Includes your top skills and expertise

## EXPERIENCE

- Work experience up-to-date
- Includes start and end dates for all positions
- Bullet points or sentences start with strong action words
- Includes information on how you made an impact
- Includes numbers or metrics that help add context to your duties

## FORMAT

- Consistent formatting, including font type, font size, line spacing and grammar
- Current position (if applicable) in current tense
- Past positions in past tense
- Remove any first person pronouns, including me, my and I
- Run spellcheck
- Proofread entire page
- File name includes your first name and the word resume

