

RESUME CHECKLIST

- Is your resume easy to comprehend? Have you used the best format to highlight your skills and abilities? Is it pleasing to the eye?
- Is the information listed in order of relevance according to the job description?
- Have you included accurate contact information about where you can be reached?
- Have you used power verbs to focus the reader's attention on your skills and accomplishments?
- Do you feel good about your resume? Does it describe your knowledge, skills, and abilities?
- Is your resume focused? Have you made it easy for the employer to conclude that you are a good candidate for the position?
- Is your resume in the correct format to be scanned or e-mailed?
- Have you accurately described your accomplishments and skills by focusing on specific projects and experiences?
- Are your dates and titles accurate?
- Have you proofread your resume for spelling, grammar, and punctuation? Have you double-checked?
- Have you had someone else look over your resume? If not, make an appointment to have someone in Career Development look at it.