

Career Services Checklist: **Résumé Checklist**



Use this checklist to optimize your résumé.

1. Résumé has an inviting, uncluttered look, incorporating sufficient white space.
2. Avoided underlining, as this interferes with many lower-case letters.
3. Used highlighting and emphasizing techniques to make the résumé most readable.
4. Used a standard type style (seraphs) and size (10-12 pt).
5. Kept the design basic and conservative with .5-1” margins.
6. Kept phrases short and succinct.
7. Résumé runs one or two pages (one page is ideal).
8. Chose section titles that best showcase my education, experience, and accomplishments.
9. Eliminated all extraneous information unrelated to employers’ needs (picture, race, religion, political affiliation, age, sex, height, weight, marital status, health, hobbies, salary history, references)
10. Always put most important information first.
11. Résumé is oriented to the future rather than to the past.
12. Included complete contact information—name, address, phone, and appropriate email.
13. Considered including an objective statement or summary of qualifications
14. Limited abbreviations to accepted words.
15. Contact information attractively formatted to introduce the resume.
16. Each “Experience” section is short and to the point with no more than 4-5 jobs and no more than 4-5 bullet points for each.
17. Did not refer to myself as “I.”
18. Elaborated experience (including jobs, internships, activities...) in detail, emphasizing my skills, abilities, and accomplishments.
19. Used specifics—numbers and percentages—to quantify and qualify the methods and results of my achievements.
20. Consistently used bullet points (not paragraphs), and avoided complete sentences.
21. Used unique and precise action verbs and the active voice.
22. Emphasized transferable skills such as leadership and communication.
23. Eliminated any negative references, including reasons for leaving.
24. Does not include names of supervisors or others involved with my professional or personal life.
25. Included dates for experience, but placed in a less prominent area such as right side of the page.
26. No time gaps nor “job hopping” apparent to reader.
27. Included complete information on my educational background, including study abroad or certifications.
28. Put education in reverse chronological order and eliminated high school if a college graduate.
29. Provided GPA if above 3.0.
30. Provided graduation date and not dates of attendance.
31. Spelled out degrees, not B.S. or B.A.
32. Included special education and training relevant to my major interests and skills.

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33. Included professional affiliations and membership; highlighted any major contributions.
34. Included awards or special recognition that further document my skills and achievements.
35. Included relevant research, publications and presentations.
36. Included unique skill such as technological knowledge, lab competencies, and languages.
37. Did not mention salary history or expectations.
38. Did not include names, addresses, and phone number of references. (On separate sheet)
39. Used key words and language appropriate for the employer, including terms that associate me with the industry.
40. Incorporated a crisp, succinct, expressive, and direct language.
41. Résumé has been proofed at least three times.
42. There are no spelling or grammatical errors.
43. Created résumé unique to each position and employer.
44. Use high-quality, cotton fiber paper for your résumé (which you can purchase in the Career Center) in white, ivory or pale grey.
45. Converted to pdf. document if sending electronically to eliminate compatibility errors.

For further assistance, you may speak to a Career Center full-time staff member during drop-in hours posted in the Career Center and on the website; or visit the front desk for an appointment form.