

Resume Checklist

General Impression

<input type="checkbox"/>	Is your resume tailored to the job advertisement and does it include evidence of skills and qualifications asked for in the job ad?
<input type="checkbox"/>	Are all sections of your resume in logical order with appropriate headings?
<input type="checkbox"/>	Is your resume easy to read (standard font with a balance between text and white space)?

Language

<input type="checkbox"/>	Does your resume have a positive tone? Have you used action words?
<input type="checkbox"/>	Have you checked spelling, grammar and punctuation?

Format

<input type="checkbox"/>	Is your resume between 2-4 pages? OR in line with the employers requested length?
<input type="checkbox"/>	Are all sections formatted in the same layout / design?
<input type="checkbox"/>	Is the font size appropriate and consistent?
<input type="checkbox"/>	Have you used short statements / bullet points rather than lengthy paragraphs?
<input type="checkbox"/>	Do dot points and indents line up throughout the document?
<input type="checkbox"/>	Have you used page breaks effectively? Do they split lists?

Content

<input type="checkbox"/>	Personal Details: Are your contact details correct?: Address / Email address /Phone numbers (landline and mobile). Are these details are included as a header on each page of your resume in case any pages are separated?
<input type="checkbox"/>	Education: Are all dates, title, qualification/s listed?
<input type="checkbox"/>	Employment History / Work Placement Experience: Are all dates, position titles, organisation, job responsibilities listed?
<input type="checkbox"/>	Awards / Achievements: are award details / dates/ sponsoring organisation details listed?
<input type="checkbox"/>	Extra-curricular Activites / Volunteer Work: does information contained provide evidence of skills for the position advertised?
<input type="checkbox"/>	Irrelevant information not included: Have you taken out unnecessary information? i.e. marital status. religion, health, nationality, no. of children etc?
<input type="checkbox"/>	Referees: Have you listed 2 or 3 referees with their names, position title, organisation, phone / email address?