Resume Writing Checklist

The Basics:

- ❏ Is my resume written using a font like Arial?
- ❏ Font size should be 12 for everything except titles of your sections which should be 14

How can the Employer Reach Me?

- ❏ My full name in larger font (around 16 - 18) centered at the top of the page
- ❏ My address, phone number and email address is centered underneath my name

A Snapshot (Try to make it as RELEVANT to the position you are applying for.):

- ❏ I have included a mini blurb about who I am and why I am perfect for the job.
- ❏ What I have created is relevant to the position that I am applying for

An Example of this is:

I am confident, cheerful, and an outgoing team player who is consistently able to demonstrate a strong balance between academic success and recreational pursuits. I am also friendly, determined and can think on my feet. I'm always responsible, punctual, and well prepared. I have great people skills as well as excellent manners which are both important to have in any situation.

Education:

- ❏ The schools that I attended are listed in chronological order starting from the most recent along with dates that are lined up on the side.

Work / Volunteer Experience:

- ❏ I have included in chronological order starting with the most recent, a list of my work history, including:
    - ❏ The full name of each company
    - ❏ Title of position that you held
    - ❏ A bulleted list of responsibilities for each position
        - ❏ I have used descriptive words/vocabulary that are professional and would be appealing to employers to describe the responsibilities that I held
    - ❏ Dates of employment (these should ALL line up and can be tabbed)
    - ❏ Special achievements/awards that you received at work