

RESUME CHECKLIST

- Do you like it?
- Can you support each piece of information?
- Is it grammatically correct?
- Is it 1 or 2 pages in length?
- Have you used action orientation?
- Have you demonstrated results?
- Are all blocks of time accounted for?
- Have you eliminated extraneous or irrelevant material?
- Is it visually attractive?
- Have you included correct mailing address and phone numbers where you can be reached, or where a message can be left?
- If you used an objective, does it transmit meaning?
- Is it focused to your audience?
- Is it as jargon-free as possible?
- Have you proofread it?
- Has someone else proofread it?

When you have completed your resume, it is a good idea to have a friend critique it for any spelling, grammatical, or typographical errors. Above all, make sure it is specific, logical, and orderly. Generally speaking, the most endearing quality needed, besides completeness, neatness, and clarity is that you shine through it all. Never forget that a resume to a prospective employer is YOU!

“Resumes are a lot like dating...there is virtually no man who is liked by all the women he dates and no woman who is liked by all the men she dates. Some employers will like your resume, others may not. The question is: Will the employers you care about like your resume?”

-What Color Is Your Parachute