



RESUME CHECKLIST

FORMATTING

- Is your resume one page?
- Did you avoid using a pre-created template?
- Does your name and contact information stand out? Is it easy to find?
- Do you have all of your information organized by clear section headers?
- Is your font no larger than 12pt., but no smaller than 10 pt.?
- Are you using solid, round bullet points and avoiding special symbols?
- Are your fonts consistent throughout the resume?
- Is your resume clear of unnecessary spaces and are bullet points aligned?
- Is your resume easy to read?

CONTENT

- Is your resume targeted to a specific position or industry?
- Are your most important qualifications listed first?
- Is your experience in reverse chronological order?
- Did you include a position title, organization, city/state location, and dates for each experience?
- Did you use bullet points to describe the actions and contributions you made in your experiences?
- Did you use active verbs drawing attention to your skills to begin bullet points?
- Did you avoid using personal pronouns?
- Are your bullet points written in the proper tense—present for ongoing experience and past for previously completed experiences?
- Did you quantify and show results when describing your experience?
- Did you use the same language and phrasing in your bullet points as in the job description?

FINAL REVIEW

- Does the content on your resume accurately reflect you and your qualifications?
- Did you meticulously check for spelling and grammar errors?
- Have you had it reviewed by a Career Consultant?
- Would you be impressed enough with this resume to hire yourself?

CALL 817.257.2222 TO SCHEDULE AN APPOINTMENT WITH YOUR
CAREER CONSULTANT