

Career Planning & Placement Center

Resume Checklist

Use this checklist to make sure your resume is ready

Formatting Check:

- Did you use 1 inch margins?
- Is your name at the top of the page and in bold?
- Is your resume an appropriate length? (Ideally 1 page)
- Did you use one consistent font? (e.g. Times New Roman, Ariel, or Courier)
- Have you removed all template indicators?
- Did you include the required section headings?
- Are headings in a logical order? (e.g. 1st Objective, 2nd Education, 3rd Employment)
- Did you start with the most recent school and employer?
- Are your statements punctuated consistently (e.g. period or no period throughout)?
- Are the statements and headings evenly spaced?
- Are all of your bullets and dates aligned?
- Are your job responsibilities in bullet format?
- Is your font size between 10-12pts?

Content Check:

- Do you have a professional email address? (e.g. janedoe@gmail.com)
- Can you receive mail at the address you have listed on your resume?
- Does your phone number work and have a professional voicemail? (No caller tunes/ring backs)
- If you have an objective, does it clearly state what you are seeking and/or what you will bring to the position?
- Do your bullet points demonstrate major accomplishments as well as routine tasks/duties?
- Do your accomplishments demonstrate the use of key skills (time management, organization, initiative etc.) and adequately cover your responsibilities at work?
- Do all descriptions begin with action verbs? Did you use varying [Action Verbs](#) [PDF]?
- Are verb tenses in the present tense for current jobs? In the past tense for past jobs?

Final Check:

- Is your resume completely free of spelling, punctuation, and grammatical errors?
- Is formatting consistent throughout the resume? (e.g. bold, font, bullet sizes, heading styles)
- Does the resume reflect your relevant experience and accomplishments in a clear and concise manner?
- Now have at least two other people check it again.