

RESUME CHECKLIST

PURPOSE OF THIS WORKSHEET:

USE THIS CHECKLIST TO EVALUATE YOUR RESUME.

GENERAL

- • Contact information listed & prominent
- • All relevant experience included
- • Additional internships/volunteer experience added
- • All education is listed
- • Top relevant competencies included & stand out
- • Concise & impactful professional summary at the top
- • Quantified experience/accomplishments where possible
- • Saved with an appropriate title (e.g. "John Doe Resume")

TAILORED

- • Matched relevant language with that of the job description
- • Removed any irrelevant experience, if needed
- • Tailored competencies & summary to the job description

REVIEWED

- • All formatting is consistent (e.g. dates, dashes, etc.)
- • Reviewed for repetition
- • Used powerful action words
- • One or more person has reviewed
- • Prints correctly when downloaded