



## Resume Checklist

- Is the resume printed on white paper, and typed in black?
- Have all italics and underlining been omitted? (they may not scan)
- Does the word "resume" appear at the top of the page? (it shouldn't)
- Do the section headings stand out? (bolding/capping should be used)
- Are the margins too large? Too small? (minimal margins are .7)
- Are the indentations even? (tabs should be used to insure this)
- Is the font readable? (Times New Roman, Arial, and other standard fonts work best)
- Is the font size appropriate? (10, 11, or 12 point fonts are generally accepted)
- Is the layout appealing? (not too many different margins; consistency in formatting)
- Does each position description have a heading containing the same information given in the same order each time? (for example: position title, employer name, city & state, dates)
- Are the jobs listed in order of importance and relevance to your Objective?
- Are the most important descriptions described more fully than lesser positions?
- If bullets are used, are they standard/conservative and "closed?" (filled in dots, squares)
- If a bullet contains more than one line, does the second line begin directly under the first?
- Are there any spelling errors?
- Is there consistency in use of abbreviations, such as IL (Illinois)?
- Do description phrases begin with a variety of action verbs? Try not to repeat verbs and phrases
- Does the word "I" appear? (it can be used in the Objective, if necessary, but only there)
- Are pronouns eliminated? (they are seldom essential to meaning)
- Are phrases like "responsibilities were" and "duties included" eliminated?
- Are empty words like "various" and "numerous" eliminated?
- If there is a second page, are your name and "Page 2" on the top of the second page?