

UIS CAREER DEVELOPMENT CENTER

Resume Checklist

Appearance and Format

- Is your resume neatly printed on good quality paper (8 ½" x 11")?
- Are there any errors?
- Is the copy neatly centered and balanced on the page?
- Is it appealing to the eye?
- If copies were made, is the type sharp, clean and the paper spotless?
- Are your experiences highlighted by headings (centered or underlined)?

Organization

- Are your name, address (home and school), telephone number, and e-mail address included?
- Does the organization of the resume emphasize the points you want to stress?
- Have you listed your most recent "Education" and "Experience" first?
- Have you included "Interests" to highlight additional information reflective of your desirable traits or attitudes you will bring to the job?

Content

- In the "Experience" section, does your description cover all of your work experiences relevant to the position you are applying for?
- Have you given emphasis to awards, accomplishments or activities in school and community that reflect your ability to act responsibly?
- Have you included foreign languages that you speak and/or read?
- Have you carefully phrased your resume to stress your ability to perform successfully as a potential employee?
- Have you included all of your technical knowledge in the computer section?
- Have you listed all systems and languages that you have worked with?

Writing Style

- Have you used concise phrases in short paragraphs?
- Is the grammar, punctuation and spelling correct?
- Were you careful not to be repetitive or excessive in your description?
- Do most of the phrases in your resume start with action verbs?
- Have you avoided using "I" or "Me"?

Overview

- Have you contacted your references and received permission to use them as reference?
- Have you produced a typed reference list?
- Does your resume have a "professional look"?
- Is your resume an attractive, interesting, quick reading factual account that proves that your experience and personal assets qualify you for the job that you want?