

Resume Checklist

Content

Have you:

- Put your name on each page?
- Included your current address and contact details?
- Given an alternative telephone number (where possible) for messages?
- Written your resume in a way that shows what responsibilities you have had, what you have achieved, the problems you have dealt with and the experiences you have learnt from?

Presentation

Have you:

- Checked spelling and grammar?
- Used a clear format without too many words?
- Only typed on one side of the page and used A4 paper?
- Used space (wide margins, gaps between paragraphs), capital letters and bold printing to make it easy to read?
- Made copies on a good quality photocopier?

Other points to remember

Have you:

- Shown your final draft to other people to get their feedback?
- Taken a critical view of your resume - Is it well organised? Is your writing style positive and persuasive?
- Arranged for a big enough envelope to send it without bending?
- Avoided using jargon?
- Shown your highest educational qualification first?
- Shown your most recent job first?
- Minimised acronyms?