

RÉSUMÉ CHECKLIST

Before submitting your résumé to an employer or for a critique, use this checklist to make sure of the following:



A. PERSONAL INFORMATION			
Check to make sure all information is accurate			
· Name (top of resume, clearly visible)		· Phone number where you can be reached	
· Address (city and province)		· Professional email address	
B. HEADLINE & (optional) PROFILE SUMMARY			
Profile summary template: • A [strong character trait] + [job title / life role] with [how much? / what kind of?] experience in [work environment or industry]. • A [strong character trait] + [job title / life role] with [relevant skills / core values] and knowledge/an understanding of [topic].			
· Tailored to the position I'm applying for			
C. SKILLS SUMMARY / HIGHLIGHTS OF QUALIFICATIONS			
Soft skills and hard skills, including <u>relevant</u> experience, qualifications, licenses, technical knowledge			
· 4 to 6 bullet points		· Each bullet point addresses an employer need	
· If more than 6, organized into categories		· Includes keywords used on the job posting	
D. WORK HISTORY AND/OR VOLUNTEER EXPERIENCE			
In reverse chronological order (most recent experience comes first)			
· Employment dates: included month and year		· Company name	
· Job title		· Used past tense for past roles (<i>helped</i> , <i>greeted</i> , etc.)	
· List of duties / responsibilities / accomplishments		· Deleted irrelevant information	
E. EDUCATION			
Include only <u>relevant</u> education and training			
· Date of completion: included month and year		· Name of school/organization	
· Name of qualification / certificate / license / training		· Optional: list of courses taken / skills acquired	
F. FORMAT & ACCURACY			
· 1 to 2 pages		· Used the same, readable font throughout	
· White space between headings and 1-inch margins		· Used headings and bullet points in a consistent way	
· No typos or grammar mistakes		· No handwritten updates or corrections	
G. CONTENT			
· Turned duties (<i>What did I do?</i>) into accomplishments by adding details such as: <i>How did I do it? Did I use tools or technology to do it? What skills/training did I draw on? What was the result? How much? / many? /often?</i>			
· Used keywords from the job posting throughout		· Addresses all the employer needs from the posting	
· Deleted all information not relevant to this position		· Don't include: "References available on request"	