



## RESUME CHECKLIST

Use this checklist to ensure that your resume is ready to be sent to employers!

- Is the resume readable and pleasing to the eye? Yes No
- Does it have an easy to read font and good format? Yes No
- Are there any errors? Yes No
- Did you use bullets, **bold**, *italics*, and/or underlining to highlight key strengths? Yes  
No
- Are your experiences highlighted by headings? Yes No
- Is information listed in order of importance and relevance to the position? Yes No
- Does the organization of the resume emphasize the points you want to stress? Yes No
- Did you include your telephone number, and email address? Yes No
- Do you have your name and "Page Two" on the second page, if applicable? Yes No
- Does your objective clearly state the position for which you are applying? Yes No
- Do phrases begin with action verbs? Yes No
- Have you been truthful about your accomplishments rather than being falsely modest or exaggerating? Yes No
- Is your resume neatly printed on good quality paper? Yes No
- Did you check, and recheck the spelling, grammar, and punctuation? Yes No
- Did you avoid using the words "I" and "me" in your resume? Yes No
- Did you contact your references and receive permission to use them as references? Yes No
- Do you have a typed reference page? Yes No