

Résumé checklist

Strategy

- Have you highlighted potential assets to the employer by prioritizing information, using space and emphasis, giving sufficient details, and selecting appropriate headings?

Overall first impression

- Do you want to read it?
- Is it easy to follow? Easy to skim?

Presentation — visual

- Is the font style and size easy to read?
(e.g. Times New Roman 11 or Arial 10)
- Laser printer used?
- Good quality paper?
- Enough white space? Margins of 3 cm (1 inch)?
- Effective spacing between sections?
- Not cramped or dense looking?
- Effective use of emphasis (bold, caps, bullets)?
- No more than two pages?

Presentation — style

- Action orientation — action verbs starting each point?
- Point form?
- Accomplishments or outcomes stressed?
- Is it specific enough? Can the reader tell what you did, what skills you used, and what you achieved?
- Is it too wordy? Need editing?
- Consistency in headings, tenses, punctuation?
- No abbreviations or acronyms?
- Does the format seem suitable, given your history and goals?

Accuracy

- Has it been proofread and spell-checked for typos, punctuation, or grammatical errors?

