

# Resume Checklist

Appearance	Great!	Meh.	Forget it!
First Impression	Polished and professional	Visually acceptable	Inconsistent, messy
Design Elements	Consistent parallel formatting throughout	One or two minor visual inconsistencies	2+ minor inconsistencies, any major inconsistencies, no parallel formatting
Errors (grammar, spelling)	0	1	2+
Organization	Format showcases experience and education, relevant information first.  Reverse chronological order	Format shows experience and education, some relevance.  Mostly reverse chronological order	Messy format highlights irrelevant information.  Chronological order, or no order
Resume Sections	Great!	Meh.	Forget it!
Letterhead	Accurate, Complete, Polished	Accurate and complete	Missing key information
Professional Profile/Accomplishments/Qualifications/Objective	Specific to position, job-related skills	Only specific to position	Too general or generic
Education	Includes all key elements, easy to scan	Includes all key elements	Missing key information, redundant, messy
Experience	<ul style="list-style-type: none"> <li>• Effective use of action verbs, no repetition</li> <li>• Good use of numbers to quantify experience and accomplishments</li> <li>• Appropriate use of industry-specific language and keywords</li> <li>• Information highlights relevance to the position</li> </ul>	<ul style="list-style-type: none"> <li>• Some use of action verbs or some repetition.</li> <li>• Some use of numbers to quantify experience &amp; accomplishments.</li> <li>• Some use of industry-specific language or keywords</li> <li>• Some relevant information</li> </ul>	<ul style="list-style-type: none"> <li>• Ineffective or no use of action verbs, repetitive.</li> <li>• No or little quantified experience or accomplishments.</li> <li>• No use of industry-specific language or keywords.</li> <li>• Irrelevant information</li> </ul>
Activities/Honors*	Relevant memberships and accomplishments	Leadership identified	Name and position only
Skills*	Relevant, Industry-specific	Unrelated to position or industry	Too general or generic