

Your Resume Checklist

Put time into polishing your resume and making sure it represents you and your professional abilities in the best light.

Check for these components as you revise and polish your resume.

Format

- At first glance, is the resume easy-to-read?
- Are the margins even and not too narrow/too wide?
- Is the font size legible and font type consistent?
- Are you using consistent headings, boldface/italicizing, punctuation and spacing?
- Are you consistent in displaying dates (e.g., consistently abbreviating or writing out months)?
- Is there enough white space on your resume?

Organization

- Are your experiences organized under clear section headings?
- If you used a chronological resume format, are your experiences listed in reverse chronological order (starting with the most recent and continuing back in the past) under each section header?
- Will the organization you've used (section headings, order of sections, order of bullet points) help the employer easily identify your most relevant experiences and skills for this role?
- Did you omit a "References" section? List references on a separate sheet if requested.

Content

- Did you include your name, phone number, email, and links to any relevant social media (e.g., LinkedIn), portfolios, personal websites, or examples of your work (e.g., github)?
- Did you remove any first person pronouns, such as "I" and "we"?
- Do your bullet points start with a strong action verb?
- Did you use the present tense (for current positions/responsibilities) and past tense (completed positions/responsibilities) for your action verbs?
- Do your bullet points address what you did, how you did it, and why you did it/the measurable impact of your work?
- Did you quantify and specify the scope of your work where possible?
- Do your bullet points showcase your transferable skills and technical tools in action (e.g., Are any technical skills listed under your Skills section also integrated into your bullet points?)
- Did you tailor your resume to incorporate keywords from the job descriptions? Some employers use applicant tracking systems (ATS) to scan resume and cover letters for keywords found in their job descriptions and used in the industry.
- Did you avoid abbreviations (exception for state names) and jargon that your reader may not understand?
- Have you reviewed it multiple times to catch typos and inconsistencies?