

Resume Checklist

- Did I address all of the key areas for this employer?
- Did I use appropriate tenses?
- Is my resume free from spelling errors and typos?
- Is my format consistent and easy to read (state abbreviations, dates and locations in consistent locations)?
- Are my most highly related experiences and skills impossible to miss?
- Is there anything missing from my resume that would be important to this employer?
- Have I taken the job description into account when constructing this resume?
- Have I taken this companies culture, history and values into account when constructing this resume?
- Are my margins and tabs lined up correctly?
- When I look at my resume, is it pleasing to the eye, or does it seem crowded/busy?
- Have I double checked my name, address, phone number, e-mail for errors?
- Have I double checked my references for errors in phone and fax numbers?
- Have I dared at least two people to find and error in this resume and made corrections?