



Your resume should tell your potential employer who you are, what you've accomplished, and how you can be contacted. It should showcase your education and experience and the skills you have developed along the way. If yours checks all the following boxes, you're off to a great start. Of course, these are only guidelines. The format and content of your resume may vary depending on your unique background as well as the position you are seeking.

Appearance:

- ☐ Appears professional (clean, easy to read) and projects a strong first impression
- ☐ All formatting is consistent throughout (headers, spacing, fonts, bullets, punctuation)
- ☐ Uses standard, easy-to-read typeface in size 10 to 12 font (name and headings may be larger and bolded)
- ☐ Does not exceed two pages in length and includes name and page number on second page
- ☐ Proceeds in appropriate order (commonly *Profile of Skills, Education, Work Experience, Activities* but may vary)

Language:

- ☐ Absolutely no spelling or grammar errors
- ☐ Uses industry-specific language appropriately
- ☐ Employs appropriate verb tenses (i.e. past tense for past experiences)
- ☐ Uses action words (verbs) and phrases to effectively describe accomplishments
- ☐ Is written in clear, concise, and consistent language

Header:

- ☐ Emphasizes your name by using the largest font size anywhere on the resume
- ☐ Includes accurate contact information including phone number and UWindsor or other professional email address
- ☐ Includes LinkedIn URL and may also include links to your personal website, e-portfolio, GitHub, or other relevant site

Profile of Skills/Skills Summary/Technical Skills (or similar):

- ☐ Highlights your most marketable qualifications including your skills, experience, education, and attributes
- ☐ Is industry/job specific and uses carefully chosen language to reflect the job posting
- ☐ Is outlined in bulleted format (up to six bullets)

Education:

- ☐ Indicates dates (month and year) and lists education in reverse chronological order (most to least recent)
- ☐ Spells out accurate degree/diploma names (i.e.: "Bachelor of Arts" instead of "BA")
- ☐ Indicates institution names and locations for all certificates
- ☐ Includes minors, concentrations, awards, and (strong) GPA as bullet points
- ☐ Does *not* include high school information (after second year)

Experience (e.g. Professional, Volunteer, or other):

- ☐ Indicates dates (month and year) and lists experiences in reverse chronological order (most to least recent)
- ☐ Includes, for each experience, appropriate job title, organization name, city, and province or country
- ☐ Uses bulleted format to outline description of experiences
- ☐ Uses appropriate action words to start each bullet point
- ☐ Describes accomplishments and related attributes with a focus on industry-specific skills
- ☐ Includes only current or recent experiences

Activities and Accomplishments:

- ☐ Focuses on activities and accomplishments that are relevant to your degree or career
- ☐ Is organized in reverse chronological order and includes dates, titles, organization names, and locations

Additional Headings:

- ☐ Additional sections may be included if applicable to the job you are seeking
- ☐ Potential headings may include: Academic Projects/Certifications/Honours and Awards/Publications
- ☐ "References Available Upon Request" may be written as the last line of the resume, but is not required

