Resume Checklist

👉 Note

➜ You can use this checklist to cross-check if you have followed all the important guidelines

➜ You can go through the checklist twice

- Before you start working on your resume
- After completion of your resume, take a printout of the checklist to tick mark the ones you've followed

➜ Once you are done, you will be left with some unmarked boxes. Work towards incorporating these into your resume

➜ Do this until you can tick mark all the boxes

General Format

☐ Have you used Microsoft Word or Google Docs?

☐ Are the margins consistent and > 0.5 inches and < 1 inch?

☐ Is your font size > 10 pt and < 12 pt?

☐ Is the font easy to read (Arial or Times New Roman, etc.)?

☐ Have you kept it to one page? You may use two pages if you have an advanced degree or extensive experience(10+ years).

☐ Have you left enough white space to make it easy to read?

☐ Have you used boldface and italics appropriately (headers or positions) and avoided underlining?

☐ Are dates clear and consistent?

☐ Is the format and punctuation consistent?

☐ Are sections listed in order of importance to the employer?

☐ Have you avoided the use of "I"?

☐ Have you written all the sentences in "Active Voice"?

☐ Did you check your resume for spelling and grammar mistakes? (Use Grammarly)

☐ Did you include keywords relevant to the job & highlight them by bolding them?

Contact Information

☐ Is your name clear and bold at the top? (also on the second page if applicable)

☐ Is your phone number included?

☐ Is your email address included? Does it sound professional?

Education

☐ Are college/university names spelled out? (i.e. Vigya Institute of Technology not VIT)

☐ Did you list the official name of your degree or course?

☐ Did you list the month and year you earned, or expect to earn, your degree?

☐ Did you consider listing your GPA if strong (> 6.5)?

☐ Did you list courses that align with your job search?

☐ Did you add training program-related information in this section? (especially if you have gaps in your career)

Skills

☐ Have you included all relevant skill types (Programming languages, tools, etc.)?

☐ Did you categorize your skills based on their type- technical or other?

Experience & Projects

☐ Did you list the organization/company name and your job title?

☐ Did you include the city and state (or country) in which you worked?

☐ Are the dates of employment listed for each?

☐ Did you list the project name, your role/tasks, and results for each experience?

☐ Did you include the live links to your projects?

☐ Did you start each phrase with an action verb? (tenses: Past for past work, present for ongoing work)

☐ Did you give evidence and quantify relevant information (e.g. size, scale, budget, staff) for impact?

☐ Have you used keywords that apply to your industry and/or the job listings?

☐ Have you considered and included all aspects of your experiences related to the job opening(s)?

Achievements

(Activities/Honors/Leadership)

☐ Did you list the activities, honors, and/or leadership experiences that are relevant?

☐ Did you give evidence and quantify relevant information (e.g. size, scale, budget, staff) for impact(outcome)?