Resume Checklist

First Impression	
Is the resume inviting to read, with clear sections and ample white space?	☐
Does the design look professional and not like a simple typing job?	☐
Is a qualifications summary included so the reader immediately knows the applicant's value proposition?	☐
Is the length and overall appearance of the resume appropriate given the career level and objective?	☐

Resume Sections	
Are all sections clearly labeled?	☐
Are resume sections placed in the best order to highlight the applicant's strongest credentials?	☐
Is the work history and education listed in reverse chronological order (latest first)?	☐

Career Goal	
Is the career objective included toward the top of the resume in a headline, Objective or Qualifications Summary section?	☐
Is the resume targeted to a specific career goal, and not trying to be a "one-size-fits-all-jobs" document?	☐

Accomplishment-Oriented	
Does the resume include a solid listing of career or academic accomplishments?	☐
Are the accomplishments quantified by using numbers, percentages, dollar amounts or other measures of success?	☐
Do accomplishment statements begin with strong and varied action verbs?	☐
Are accomplishments distinct from responsibilities?	☐

Relevance	
Is the information in the resume relevant to hiring managers' needs?	☐
Does the content of the resume support the career goal?	☐
Is the resume keyword-rich with appropriate "buzzwords" and industry acronyms?	☐
Is the personal information that is unrelated to the job target omitted (e.g., marital status, high school, age, and nationality)?	☐

Writing Style	
Do you avoid using personal pronouns (I, me, my) and write in an "implied" first-person voice?	☐
Is the "content flow" logical and easy to understand?	☐
Is the resume error-free (no careless typos and no spelling, grammar, or syntax errors)?	☐