

Resume Writing Checklist

- ☐ Replace the *Objective* with a *Summary of Qualifications*
- ☐ Move *Education* to the end
- ☐ Every bullet point has an outcome, not just a task
- ☐ Pull key words directly from the job description
- ☐ Resume is 3 pages or less
- ☐ Each bullet point and summary is 3 sentences or less
- ☐ Older or irrelevant experiences only include a summary
- ☐ Run spellcheck
- ☐ Proofread (by someone else)
- ☐ Past tense used on all roles