

# Resume Checklist for Professionals

This checklist is designed for you to use when reviewing your resume section by section to ensure each entry is as complete as possible. Your resume should be formatted in this order:

## Personal Information

- ☐ Located at the top of the page and does not take an excessive amount of space

To Include:

- ☐ First and last name
  - ☐ Address
  - ☐ Phone number, including area code
  - ☐ Email address, some derivation of your name that makes a professional impression
- (Please review to insure that all contact information is correct)

## Objective or Summary

- ☐ Provides a focus for the content of your resume
- ☐ Targeted toward a specific position or career field

## Experience

To Include:

- ☐ Full name of the company or organization
- ☐ City and state where the company/organization is located
- ☐ Dates the position was held (month - year to month - year) with title of position held
- ☐ Action skill statements emphasizing your relevant skills and accomplishments
- ☐ Each action skill statement begins with an action verb
- ☐ Action verbs are the appropriate tense – present tense to describe current positions, past tense for prior positions
- ☐ Lists entries in reverse chronological order

## Activities/Associations

- ☐ Lists entries in reverse chronological order

To Include:

- ☐ Full name of the organization and location
- ☐ Title of any position held
- ☐ Dates the position was held (month - year to month - year)
- ☐ Action skill statements emphasizing your relevant skills and accomplishments
- ☐ Pertinent memberships and affiliations
- ☐ Emphasizes leadership roles

## Education/Certifications

- ☐ Begins with the university at which you are currently enrolled or graduated from
- ☐ City and state where the university is located
- ☐ Most recent degree, accurately
- ☐ Date or anticipated date of graduation
- ☐ Complete title of majors, minors, licensures and certifications

## References

- ☐ Resume does not include references' names and addresses (references are listed on a separate page)
- ☐ If room remains at the bottom of the resume, can include the statement  
"References Available Upon Request"
- ☐ Reference information should include name, organization/title, address, phone number and email

## Overall Appearance

- ☐ Looks like a professional document and is pleasing to the eye
- ☐ Is an appropriate length – two pages for a professional is usually preferred
- ☐ Includes name and page number on all pages if more than one page in length
- ☐ Page margins, font size and type are appropriate
- ☐ **Is free of typos, spelling mistakes, and grammatical errors**
- ☐ Bullet points, bolding, italics, and/or other highlighting are used consistently
- ☐ Categories are arranged in a logical order, presenting relevant information first