Resume Checklist

Review the Content

- ☐ Does this resume match the job description?
- ☐ Is your email address professional and current? (i.e., john.smith@gmail.com, NOT fluffypumpkin236498@aol.com.)
- ☐ Does your summary of qualifications align with the job description?
- ☐ Have you showcased the skills that are relevant to the job?
- ☐ Are your bullet points written as achievement statements rather than a summary of your duties?
- ☐ Do your achievement bullets use strong action verbs like "Increased," "Led," or "Improved," and quantify results whenever possible?
- ☐ Are all of your bullet points written in past tense?
- ☐ Are you honest about your achievements and credentials?
- ☐ Did you show your resume to friend, colleague or family member and receive feedback? Have your resume reviewed by a resume expert by connecting with them here.
- ☐ Don't forget that you can mark your resume as "Public." This will allow employers who are interested in University of Phoenix students to find your resume, and if they think there is a match they can reach out to you.

Check Appearance and Style

- ☐ Is your resume 1-2 pages maximum? (2 page resumes are only acceptable if you have 15+ years of relevant experience)
- ☐ Is it free of spelling and grammatical errors?
- ☐ Are all of your bullets aligned?
- ☐ Do you use the same font and size throughout your resume?
- ☐ Are you using styling like bold and italics strategically?
- ☐ Are you consistent with your use of formatting and punctuation (i.e all lines end with a period, you're using the same font throughout, etc.)?
- ☐ Don't forget, your resume is a living document that should evolve over time as you continue to gain experience and develop new skills.