**Checklist for Evaluating Resume**

**Structure**

* Is your email and phone number included at the top of your resume?
* Is your email address professional? 76% of resumes are discarded for an unprofessional email address.
* Does your personal information include name, email, phone number, city, and zip code? Make sure you DON’T include a photo in your resume. 88% of resumes with photos are rejected by hiring managers.
* Is your resume organized into clear sections (personal information, summary, education, work experience, skills, projects)?
* Does your education section list the degrees and certificates you have earned since high school?
* Does your work experience section list your role, name of company, city, and start and end dates?
* Do you have bullet points underneath your positions that describe accomplishments?
* Are the skills you list relevant to the job? Are they objective and concrete? ( for example, “Salesforce Lightning Cloud” rather than skills that can’t be measured like “quick learner”).
* Does your resume include any projects or short term engagements you’ve done with specific results and descriptions of deliverables you’ve created?

**Organize**

* Does your resume have the most important and relevant section towards the top of the resume? (For example, if you have not had much work experience, your education comes before your work experience. If you have years of work experience and are not wanting to highlight your education as much, your work experience is prominently displayed).
* Are your positions listed in reverse chronological order, with the most recent job at the top?
* Are the most relevant skills listed at the top of the skills section?
* Are the most relevant degrees and certifications listed at the top of the education section?

**Customize**

* Does your summary statement at the top of the resume state why you are the ideal candidate for the specific job you’re applying to?
* Do the bullet points in the resume relate to the job description that you are applying to?
* Did you use keywords from the job description in your resume bullet points and summary?

**Create Impact**

* Does your resume focus on impact and accomplishments, not just tasks for each position? Remember the structure: “Task” (what did you do?), “Tool” (how did you do it?), “Result” (what was the outcome?).
* Do your bullets under each position create impact?   
  + Do the bullets start with action verbs?
  + Is the first bullet under each position the most important/impressive?
  + Are your bullets clear and concise?
  + Are your accomplishments quantified, meaning that your bullets use numbers and percentages? (For example “Resolved over 50 customer complaints each day.” )
* If you look at your resume holistically, do you and your most important professional achievements stand out?

**Polish**

* Is your resume concise (preferably one page)?
* Are there any spelling or grammatical errors?
* Is the formatting consistent? Check that spacing, indentation, text size, dates and punctuation are all consistent (For example, all the bullets should have periods at the end, or none of the bullets should have periods at the end.)
* Are the tenses correct? (Tense should be in past tense, unless it is something that is currently happening, in which case it should be in present tense.)
* Do you use two fonts or less? Too many different fonts can be distracting.
* Are you using a professional font? (Some font suggestions: Arial, Cambria, Calibri, Didot, Garamond, Times New Roman, or Helvetica).
* When you PDF your resume, does the formatting stay consistent? Often, after PDF’ing your resume, the fonts can appear distorted.
* Have you given your PDF resume an appropriate title? Make sure your file name includes the word “resume” and your full name, for example, “Gloria Dominguez Resume 2021.pdf”.