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| Resume writing checklist  Your resume should be job and employer specific. Use the following checklist to ensure yours stands out from the crowd. | Illustration of person sitting at a deck with a laptop, books, and a lant on it |

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| Format | |
| ☐ | Use up to two 8½ × 11” or A4 pages, except for those in exceptionally high-level positions where resumes might be up to four pages. |
| ☐ | Maintain plenty of white space. Avoid long paragraphs of text. |
| ☐ | Use bullet points for ease of reading. |
| ☐ | Select a clear, easy to read font. |
| ☐ | Be consistent with text alignment. |
| ☐ | Use bold or italic to draw the reader’s eye to key points. |
| ☐ | Use a pre-formatted [resume template](https://templates.office.com/en-us/Resumes-and-Cover-Letters) in Microsoft Word. |

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| Style and structure | |
| ☐ | Depending on the job you’re applying for, the style can be formal or slightly less so. However, the wording should remain 100% professional. |
| ☐ | Use high impact, positive words to make for compelling reading. |
| ☐ | A good resume should flow in logical order: contact details, summary statement, experience starting with your most recent job, education and training. |

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| Contact details | |
| ☐ | Include your phone number, email address, and LinkedIn profile. Ensure your email address is professional. |

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| Summary statement | |
| ☐ | The summary statement is your sales pitch. State why you should be selected for this particular role, with a clear match of your skills to the role applied for. |

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| Education and training (If you are a student, place this section before your employment history.) | |
| ☐ | List your education and training in reverse chronological order. |
| ☐ | Include all formal education post-high school. |
| ☐ | Detail all certificates, qualifications, and additional education. |

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| Experience | |
| ☐ | List your experience/employment history in reverse chronological order. |
| ☐ | Highlight key responsibilities and accomplishments. |
| ☐ | Back up your achievements with figures, percentages, and data where possible. |

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| Keywords | |
| ☐ | Many employers use computerized systems to sift through resumes during the initial application stage. Include industry/company/job relevant keywords and phrases to ensure yours passes these tracking systems to move onto the next stage. Learn how with [Resume Assistant](https://support.office.com/en-us/article/write-your-best-resume-in-word-with-help-from-linkedin-in-resume-assistant-444ff6f0-ef74-4a9c-9091-ffd7a9d1917a?ui=en-US&rs=en-US&ad=US). |

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| Proofread | |
| ☐ | Spelling and grammar checks are essential. Get a few other people to read over your resume to be 100% sure everything is correct. |