

# Resume Checklist

First Impression	
Is the resume inviting to read, with clear sections and ample white space?	<input checked="" type="checkbox"/>
Does the design look professional and not like a simple typing job?	<input checked="" type="checkbox"/>
Is a qualifications summary included so the reader immediately knows the applicant's value proposition?	<input type="checkbox"/>
Is the length and overall appearance of the resume appropriate given the career level and objective?	<input type="checkbox"/>

Resume Sections	
Are all sections clearly labeled?	<input type="checkbox"/>
Are resume sections placed in the best order to highlight the applicant's strongest credentials?	<input type="checkbox"/>
Is the work history and education listed in reverse chronological order (latest first)?	<input type="checkbox"/>

Career Goal	
Is the career objective included toward the top of the resume in a headline, Objective or Qualifications Summary section?	<input type="checkbox"/>
Is the resume targeted to a specific career goal, and not trying to be a "one-size-fits-all-jobs" document?	<input type="checkbox"/>

Accomplishment-Oriented	
Does the resume include a solid listing of career or academic accomplishments?	<input type="checkbox"/>
Are the accomplishments quantified by using numbers, percentages, dollar amounts or other measures of success?	<input type="checkbox"/>
Do accomplishment statements begin with strong and varied action verbs?	<input type="checkbox"/>
Are accomplishments distinct from responsibilities?	<input type="checkbox"/>

Relevance	
Is the information in the resume relevant to hiring managers' needs?	<input type="checkbox"/>
Does the content of the resume support the career goal?	<input type="checkbox"/>
Is the resume keyword-rich with appropriate "buzzwords" and industry acronyms?	<input type="checkbox"/>
Is the personal information that is unrelated to the job target omitted (e.g., marital status, high school, age, and nationality)?	<input type="checkbox"/>

Writing Style	
Do you avoid using personal pronouns (I, me, my) and write in an "implied" first-person voice?	<input type="checkbox"/>
Is the "content flow" logical and easy to understand?	<input type="checkbox"/>
Is the resume error-free (no careless typos and no spelling, grammar, or syntax errors)?	<input type="checkbox"/>