

Final Resume Checklist

The Resume Format

- Resume is an appropriate length
- The typefaces are clear and uniform in style and size by category
- Each section and sub-section is suitably separated from another (Education, Experience, etc.)
- There are no typographical or spelling errors
- Margins and spaces are uniform and appropriate
- Resume is in reverse chronological order
- Education is listed first while you are a student, unless there is justification for another format
- _____

The Resume Content

- The resume is focused and relevant to the position
- Appropriate biographical information is included (this may vary based on country, sector, and organization)
- All language is specific, results-oriented, and active
- Verbs such as (but not limited to) *researched*, *analyzed* and *liaised*, are followed by examples
- Results have been quantified
- The resume includes industry-specific keywords
- Each experience is unique and non-repetitive of another
- Unfamiliar employers or education has been clarified when necessary
- Language abilities include level of proficiency
- Skills, interests, certifications, and activities are relevant to the position/maximize competitiveness for the position
- _____

Before Sending The Resume

- Three others have reviewed the resume, including a native English speaker
- An insider of the field has reviewed the resume (if possible)
- The resume is in the format requested by the employer
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Notes
