



Resume Checklist

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| Overall | Resume has targeted the position? | |
| Resume Presentation and Layout | Overall presentation and layout looks professional? | |
| | Headings and sub-headings stand out clearly? | |
| | Fonts, dates and titles are written consistently throughout the resume? | |
| | There is plenty of white space on every page? | |
| | A header or footer has been included? (eg. <i>Susie Graduate page 1 of 3</i>) | |
| | Only short paragraphs and bullet points have been used? | |
| Structure | The most relevant sections appear first? | |
| | Within each section the most recent information is placed first, then the next-most-recent etc? | |
| Language | Abbreviated sentences have been used? (except perhaps in the Career Objective & Skills sections, where full sentences and paragraphs may be best) | |
| | Most sentences begin with an active verb? (eg. <i>Initiated ... / Coordinated ... / Created ... / Organised ... / Demonstrated ...</i>) | |
| | Key words and phrases relevant to your target work area have been used? | |
| | Grammar and punctuation have been checked? | |
| | The past tense has been used for events that happened in the past; present tense for current activities? | |
| | All spelling has been checked? | |

| Section by Section review | | |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name & Contact Details | Only your name & contact details have been included in this section? | |
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| Career Objective | Relevant information about your future direction that isn't found elsewhere in your resume or letter has been added? | |
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| Education | If you have achieved credit average or better the average academic grade that you have achieved to date is highlighted? | |
| | Brief details of all relevant research, course work projects, thesis, subjects & assignments are included? | |
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| Key Skills and Attributes (can be included with in each employment experience) | The four to six most relevant skills and attributes have been selected as sub-headings and placed in order of relevance? | |
| | For each skill or attribute at least one specific example is provided that clearly demonstrates your level of competence in that area? | |
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| Employment Experience | Details of all your work-based experiences are included? | |
| | For each position there is a greater focus on the specific skills that you developed and on the work-based contributions that you personally made than on the general job duties? | |
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| Awards etc. | All recent scholarships, awards and recognitions are listed? | |
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| Professional Memberships | For each industry or professional association listed, your level of involvement as a member is clearly | |

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| | explained? | |
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| Other Training & Development | All relevant short courses, seminars, conferences etc. attended in recent years are listed? | |
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| Extra Curricular Interests and Hobbies | The extent to which you have been actively involved with each area of interest is clearly explained? | |
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| Referees | (either) <i>Available on request</i> is written? | |
| | (or) Full referee contact details are included, as well as a brief explanation of the relationship that each person has to you? | |