



RESUME CHECKLIST

Dear Client,

To help you develop your resume writing skills, we created this checklist that will help you assess the quality of your resume. Please compare your resume against statements in the checklist and check off “yes” or “no” boxes. If you checked all “yes” boxes, you have done a great job and are welcome to ask us for our opinion. If there are “no” boxes checked, please ask us for assistance.

Resume Format		
<input type="checkbox"/> Chronological <input type="checkbox"/> Functional <input type="checkbox"/> Combination		
Reasons for using suggested resume format:		
Resume Appearance	Yes	No
Font is large enough and easy to read.		
No more than two fonts are being used in the resume.		
The resume is visually appealing. Example: enough white space		
The resume length is appropriate. If not, it is <input type="checkbox"/> too long <input type="checkbox"/> too short		
The contact information is correct. There are not too many contact numbers.		
The e-mail contact information is professional for job search purposes.		
Unnecessary graphics, gimmicks or word processing features are omitted.		
Section headings are easy to scan and appropriate for the resume industry.		
Suggestions for resume appearance:		
Resume Content~Headings	Yes	No
The Career Objective is clear and targets the needs of the industry and position.		
The Professional Profile (Summary of Qualifications, Skills Summary) highlights the top selling features for the position and industry in 6 to 8 bullet points.		
There is the appropriate number of section headings.		
Volunteer work adds value to the resume.		
Education and professional development are appropriately positioned and accurately documented.		





Resume Checklist, page 2

Resume Content ~ Dates	Yes	No
The dates in the resume are in chronological order, consistent (month and year, or just year) and easy to locate.		
There are no gaps in the dates on the resume.		
Employment periods in the resume date back 10 to 15 years.		
Resume Content ~ Writing Style	Yes	No
The wording on the resumes uses industry jargon and is not too “flowery” and hard to understand.		
Personal pronouns such as I, me, etc. are not being used.		
There are no repetitive statements or information throughout the resume.		
Action verbs are being used (and not overused) to enhance the content.		
Accomplishment statements are being effectively used.		
The content includes quantitative results including numbers or percentages.		
Industry key words are being highlighted effectively throughout the resume.		
Verb tenses are being used consistently (past or present).		
All information is relevant and can be validated.		
There are no typos or grammatical errors.		
Recommendations:		

Developed by Community Employment Services, Humber Institute of Technology & Advanced Learning. Shared with permission.

