MAKING WAVES
Education Foundation

Resume Review Checklist

How to use: Please make a copy of this document to use as a tool to review your resume

GENERAL REVIEW	ADVANCED REVIEW
Check List Items	**Check List Items**
☐ 1 page (unless "Master" resume)	☐ Content justified to the appropriate margin
☐ MWEF templated elements removed / addressed	☐ Utilizes white space effectively
☐ Includes appropriate email, phone number (preferable to include LinkedIn if you have one)	☐ Resume sections placed strategically (most important at top)
☐ Easy to read (note spacing, white space, etc.)	☐ If includes LinkedIn profile URL, URL is personalized
☐ Section clearly distinguishable from each other and from content (CAPS, bold, 12-14 pt font, line spacing)	☐ Skills listed are hard skills
☐ Content font: 10-12pt font size	☐ Month and year are utilized whenever a date is expected to be listed
☐ Margins 0.5"-1.0"	☐ Phone number has a professional voicemail set up and space in voicemail inbox
☐ Sans serif / typical font type: Times New Roman, Arial, Calibri etc.	☐ Minimal use of articles/"filler" words (a, an, the, with, that, and)
☐ Avoids first person pronouns (I, we, me)	☐ Utilizes action verbs and result-oriented language to describe experience (STAR method, PAR method, quantities added when appropriate)
☐ Lists content in reverse chronological order in each section, esp. experience section	☐ Targeted – effectively communicates relevant skills and experiences in relation to a specific opportunity applying for
☐ Months and years listed throughout resume consistently	☐ Targeted – only includes items that are targeted to the opportunity (applicable to experience, skills, honors & affiliations section)
☐ No abbreviations or acronyms	☐ Targeted - Highlights all related/transferable experiences and skills (including academic, volunteer, personal)
☐ No periods	
☐ Past tense for previous/completed experiences	☐ Experiences strategically placed (either in experience section or noted somewhere else)
☐ Present tense for current experiences	
☐ Document saved with appropriate title (name, date)	☐ Effectively communicates personal brand
☐ No personal data (e.g. birth date, photograph, marital status, full street address)	