

Resume Review Checklist

How to use:

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

GENERAL REVIEW

Complete

Check List Items

- 1 page (unless "Master" resume)
- MWEF templated elements removed / addressed
- Includes appropriate email, phone number (preferable to include LinkedIn if you have one)
- Easy to read (note spacing, white space, etc.)
- Section clearly distinguishable from each other and from content (CAPS, bold, 12-14 pt font, line spacing)
- Content font: 10-12pt font size
- Margins 0.5"-1.0"
- Sans serif / typical font type: Times New Roman, Arial, Calibri etc.
- Avoids first person pronouns (I, we, me)
- Lists content in reverse chronological order in each section, esp. experience section
- Months and years listed throughout resume consistently
- No abbreviations or acronyms
- No periods
- Past tense for previous/completed experiences
- Present tense for current experiences
- Document saved with appropriate title (name, date)
- No personal data (e.g. birth date, photograph, marital status, full street address)

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ADVANCED REVIEW

Complete

Check List Items

- Content justified to the appropriate margin
- Utilizes white space effectively
- Resume sections placed strategically (most important at top)
- If includes LinkedIn profile URL, URL is personalized
- Skills listed are [hard skills](#)
- Month and year are utilized whenever a date is expected to be listed
- Phone number has a professional voicemail set up and space in voicemail inbox
- Minimal use of articles/"filler" words (a, an, the, with, that, and)
- Utilizes action verbs and result-oriented language to describe experience (STAR method, PAR method, quantities added when appropriate)
- Targeted – effectively communicates relevant skills and experiences in relation to a specific opportunity applying for
- Targeted – only includes items that are targeted to the opportunity (applicable to experience, skills, honors & affiliations section)
- Targeted - Highlights all related/transferrable experiences and skills (including academic, volunteer, personal)
- Experiences strategically placed (either in experience section or noted somewhere else)
- Effectively communicates personal brand