

✓ Checklist: Résumés

(Numbers in parentheses refer to the first page of discussion.)

Content

- Is all your contact information accurate? (394)
- Does your statement of objective show a clear sense of purpose? (394)
- If you are willing to relocate, have you so indicated? (394)
- Do you include a summary of skills or qualifications, as needed? (394)
- Is your educational background clear and complete? (394)
- Do you accurately describe your previous jobs? (394)
- Are personal data and interests included, as appropriate? (395)
- Do you list references or offer to provide them? (395)
- Do you offer to provide a portfolio, as appropriate? (397)
- Are you being scrupulously honest? (398)

Arrangement

- Do you place your strongest qualifications in positions of emphasis? (397)
- Are education versus experience presented in the most appropriate sequence? (394)
- Does your résumé's organization (chronological, functional, or combined) put your best characteristics forward? (397)
- If you have a scannable résumé, does it use key words effectively? (410)
- If your résumé has hyperlinks, are they all functioning? (414)

Overall

- Do you limit the résumé to a single page, if possible? (398)
- Is the résumé uncluttered and tasteful? (398)
- Do you use quality paper? (398)
- Do you use phrases instead of complete sentences? (398)
- Do you use action verbs and descriptive words? (402)
- Do you punctuate effectively? (402)
- Have you proofread exhaustively? (21)