

Resume - Checklist

General Impression

- The resume is tailored to the job advertisement and includes evidence of skills and qualifications asked for in the advertisement.
- All the sections of the resume are in a logical order with appropriate headings
- The resume is easy to read i.e. enough white space around text
- The resume has a positive tone; action words are used

Language

- The resume has a positive tone. Positive action words are used.
- Correct spelling, grammar and punctuation is used.
- 1st person singular (I) or 1st person plural (we) or 3rd person (he/she, his/her) or inappropriate use of own name (i.e. within a career objective or example) is not used.

Format

- The resume is between 2-4 pages (or in line with the employer's requested length)
- All of the sections follow the same layout and design
- The font size is appropriate
- Short statements, bullet points rather than lengthy paragraphs have been used
- The dot points and indents line up throughout the document
- Page breaks are well placed to split lists

Content

- Personal Details:** Includes all relevant contact details – name, address, phone numbers, and a professional e-mail address
- Education:** dates, title of qualification/s, majors/minors, achievements or awards
- Employment History:** dates, position title, organisation, job responsibilities, any specific achievements
- Professional Memberships:** full name of the organisation and level of membership
- Awards and Achievements:** details of award and sponsoring organisation included
- Extra-curricular activities & Voluntary work and Interests:** information included that provides evidence of general employability skills
- Irrelevant information not included:** unnecessary information has not been included: i.e. Date of birth, marital status, nationality, religion, health, number of children, etc.
- Referees:** two to three referees with their name, position title, organisation, phone number and e-mail address, or statement that references are available on request.

Contact us

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This Information was current at the time of writing and is intended as a guide only.
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