

## Resume Checklist

### General Impression

- The resume is tailored to the job advertisement and includes skills asked for in the advertisement?
- An appropriate style has been used – chronological, functional, academic?
- All the sections of the resume are in a logical order.
- The information was grouped correctly with appropriate headings.

### Format

- The dot points and indents line up throughout the document
- All of the sections follow the same layout and design
- A good mix of bold fonts for headings and bullet points of your resume has been included
- The resume is between 2-4 pages (or in line with the employer's requested length)
- Short statements, bullet points rather than lengthy paragraphs have been used
- The font size is appropriate.
- Headers and/or footers with page numbers and applicants name are included.
- Page breaks are well placed and avoid split lists.

### Language

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

### Content

- Contact details:** Name is at the very top and stands out (large and bold font). Includes address, phone numbers, and a professional e-mail address.
- Skills Summary:** Skills the employer is looking for are clearly mentioned. Specific examples of experiences to demonstrate your skills are listed. Skills have been related to the position applied for. Transferable skills (eg. leadership, communication) are mentioned.
- Education:** Dates and title of the qualification/s, Institution studied with, Majors/minors, along with any outstanding achievements are included.
- Professional Development:** Certificates and training relevant to the industry.
- Professional or Employment Experience:** Dates, title of your position and name of the organisation, responsibilities and achievements are included.
- Professional Memberships:** The name of the organisation, level of membership and level of participation is included.
- Awards and Achievements:** Awards and Achievements are included.
- Extra-curricular Activities, Voluntary work and Interests:** Demonstrated that there is more to you than just work or study.
- Referees:** Included 2-3 referees with their name, position title, organisation, phone number and email address or stated that references are available on request.