Resume Checklist

Does your resume stand out?
Use this checklist to ensure you have all the basics and help make it stand out.

The Basics

- ☐ Contact info (name, professional email, phone, LinkedIn URL, website, if applicable).

- ☐ Use bullet points to list skills and accomplishments.

- ☐ Include any certificiations, training or other professional development, if relevant.

- ☐ If relevant and you have enough space, include volunteer work.

Work experience

- ☐ List your previous work in reverse chronological order (so the most recent jobs come first)
- ☐ Include transferable skills or relevant coursework, if you don't have directly applicable work experience.

Education

- ☐ Remove high school education once you graduate college.

- ☐ Even if you haven't graduated yet, include your graduation year.

Tips

- ☐ Create visual hierarchy by making your name and section names larger than your bullet points.

- ☐ Save your resume file on your computer as your first and last name to make it easier for employers when they're referring back to it.

- ☐ Start your bullet points with strong action verbs.

- ☐ List your accomplishments and contributions, don't rewrite your job description.

- ☐ Don't forget to tailor your resume and cover letter to the job with the employer and job keywords in mind.

- ☐ Ask a friend or mentor to proof read your resume for any spelling errors, repetition and feedback.

Interview Tips

- Don't forget to bring a couple of paper copies to your interview.
- Prepare some questions for the interviewer about the job and the company culture on paper, so have a physical reminder!
- Bring some business cards, if you have them!
- Write down talking points of your accomplishments to help jog your memory during the interview.
- After your interview, send a handwritten thank you to your potential new employer. It'll help you stand out.