

# Resume review checklist

## First Impression

Is the resume inviting to read, with clear sections?

Does the resume look and feel professional rather than simple?

## Appearance

Is the font size appropriate for easy reading?

Are there design elements (bullets, bolding, and lines) to guide readers' eyes through the document and highlight important content?

Is there a good balance between text and white space?

Are margins even on all sides?

Is spacing and font size used in a consistent format throughout the document?

If the resume is longer than a page, is the second page useful?

## Resume sections

Are all resume sections clearly labeled?

Is contact information included and accurate?

Is the work history listed in reverse chronological order (most recent job first)?

## Career goal

Is the resume targeted to a specific career goal, rather than a one-size-fits-all document?

If this is a resume for a career change, does it include supporting details that show how experience is relevant to the new job?

## Relevance

Does the resume's content support the summary statement?

Are there key words and industry acronyms showing knowledge of the career field?

If applicable, is additional information (awards and affiliations) included?

Is personal information unrelated to the job (marital status, age, nationality) omitted?

Does the resume trigger big questions such as why a 7-year employment gap? Or why frequent job changes? If so, can the answers be worked into the resume?

## Writing style

Is the content flow logical and easy to understand?

Does the resume include robust, varied action verbs?

Have you avoided mismatched verbs (use similar endings ordering, planning, and recording)?

Is the resume as perfect as possible, with no careless errors or typos?

