A Comprehensive Checklist for Your Perfect Resume

The checklist below will ensure that your resume is perfect and ready to be sent off.

Content Checklist

- [ ] Make sure your contact information is easily locatable.
- [ ] Include a professional email address (not one from high school).
- [ ] List your content in a way that is straightforward, clear, and easy to locate.
- [ ] Do not use a lot of bullet points for older work experiences or jobs that are not relevant.
- [ ] Create catchy bullet points by starting them off with an action verb.
- [ ] Bullet points are meant to share accomplishments, as well as duties.
- [ ] List your work experience in a way that is quantifiable and accurate.
- [ ] Seamlessly use keywords throughout your resume that are found in the job listing.
- [ ] Incorporate all relevant education.
- [ ] Tailor the skills section to fit with the requested requirements in the job listing.
- [ ] Include a combination of soft and hard skills throughout your resume.
- [ ] If you desire and have the space, include additional information that is relevant.

Formatting Checklist

- [ ] Use a simple, professional font that is 9-12 points in size.
- [ ] Let your formatting be consistent throughout. This includes bullet points and headers.
- [ ] Do not include acronyms or abbreviations that do not have transcriptions.
- [ ] Remember that formatting your date will either look like MM/YYYY or Month YYYY.
- [ ] Do not use additional spacing between keywords that are more than one word.

Final Touches

- [ ] Make sure your resume is edited for grammar and spelling. Eliminate unnecessary repetition or incorrect formatting.
- [ ] Give your resume to a trusted friend, family member, or mentor for them to review.
- [ ] Save your resume in the PDF format unless otherwise requested: Name-Job-Title-Resume.pdf or Name_Job_Title_Resume.pdf.