



Employment Support Inc.

...Supporting with your career growth

Resume Review Checklist

CONTACT INFORMATION REVIEW

	Yes/No	To-Do/Comments
Does your resume have your full legal name?		
Does your resume header include your contact information (a professional email address and an active phone number)?		
Does it include your location (city, state, province) you are applying from?		
Have you removed any unique identifier from your resume header (e.g.: picture, age, gender, citizenship, marital status, religion...)		

EXPERIENCE INFORMATION REVIEW

	Yes/No	To-Do/Comments
Do you have your relevant experiences listed with the current/most recent listed first?		
Did you include the organization/company you worked at?		
Did you include a start and end date for each of these experiences?		
Did you include about 4-5 bullet point description of your responsibilities in each experience?		

EDUCATION INFORMATION REVIEW

	Yes/No	To-Do/Comments
Do you have your relevant education listed?		
Did you include the designation earned? (e.g.: B.Sc, M.Sc...)		
Did you include the accrediting institution?		
Did you also include your relevant trainings and certifications		

OTHER IMPORTANT ELEMENTS

	Yes/No	To-Do/Comments
Is your choice of font professional, is the size acceptable?		
Is your resume between 2-3 pages maximum?		
is your resume tailored to the job you are applying for?		
Are skills listed on your resume and are they relevant to the role you are applying for?		

We are here to support!

We support professionals and job seekers with:

1. Job Search Strategies
2. Interview Preparation
3. Resume Review & Writing

4. Career Coaching- Goal setting, Development Planning, Career Transition
5. First 90 Days Support
6. Workplace Conflict Management Strategies & many more!

Visit our website: www.employmentsupport.ca

For more information, email us at: support@employmentsupport.ca

Complete our intake form: [Career Coaching Introductory Form](#)