Resume Checklist:

My resume is streamlined to two pages maximum. One page should be used if I have less than five {gctuø'gzr gtkgpeg0

My spelling and grammar are flawless.

I had at least one other person read over my resume and I visited the Career Connection Center to have my resume critiqued.

My format is consistent.

Resume is not in a template or uses color.

My verb tenses are consistent and correct ó past tense shows accomplishment-oriented language

My resume accurately represents my personality and experience.

All of my dates are in reverse chronological order.

I researched the organization beforehand to make sure I am serious about applying to this job.

My resume strongly supports and is tailored to job of interest.

My font is professional and 10 14pt in the body

My descriptions are concise and accurate.

I used strong, positive action verbs.

I am able to elaborate on each of the work experiences listed, unless using a functional format

I composed a cover letter to send with my resume, if appropriate.

At first glance my resume looks neat and organized.

I checked to see whether the job description asked for references and if so, they are included in my application.

I capitalized, underlined, and/or bolded each section heading so that it stands out.

Updated resume is saved and uploaded in PDF format for online job applications