

# Resume Checklist

## Five Second Review: Give it the once-over...is your resume inviting or scary?

- Is your resume neat, clean and pleasing to the eye? Is it easy to skim information quickly?
- Is the text and white space balanced on the page?
- Are the margins even and not too narrow or too wide?
- Is it printed on resume paper (white or neutral light shade)?

## Fifteen Minute Review: A top-notch resume-writer will answer 'yes' to most of the following questions.

### OVERALL APPEARANCE

- Do you have at least 1-inch margins on top, bottom and sides?
- Does your resume have enough white space between sections/lines?
- Did you use 11 or 12 point typeface? (Compared to many other fonts, Arial is easier to read in a font smaller than 12 point if you must drop to 10 point font)
- Did you use just one font?
- Are you using consistent headings, boldface, punctuation and spacing throughout the document?
- Is your choice of resume format easy to read and consistent?
- Do you have zero tolerance for errors and misspellings?
- Did you eliminate artwork, photographs, cutesy bullets, fancy type and colored ink (simple designs might be appropriate for art/design majors)?
- Did you avoid using a resume wizard/template? (It's extremely difficult to change wizard formatting!)

### ORGANIZATION

- Does the layout and organization showcase your skills and experience to their best advantage?
- Are your section headings clear and related to the target/objective of your resume?
- Did you use commonly used headings, e.g., Objective, Education, Related Experience (or similar title), Highlight of Qualifications, Relevant Skills?
- Other possible headings might include: Projects, Technical Skills, Honors, Awards, Affiliations, Volunteer Experience or other Work Experience, Related Coursework
- If you used a chronological resume format, did you list jobs, internship and other experience in reverse chronological order (starting with the most recent and continuing back in the past)?
- Did you omit references (except in rare cases, put them on a separate sheet if requested)?

### CONTENT

- Is it easy for the employer to see how you meet the specific job requirements/qualifications?
- Are the descriptions of your experience, skills and knowledge related to the job?
- Did you include unpaid, volunteer, internship and classroom experience as well as paid experience?
- Did you begin descriptions with an action verb?
- Are your descriptions brief?
- Whenever possible, did you use key industry words and/or words related to the job description?
- Did you give examples of your demonstrated proficiency with skills/knowledge related to the job?
- Did you include details that make you stand out from other applicants?
- Were you honest (but not modest!) and truthful when describing your background?
- Did you use the present tense and past tense correctly?
- Did you avoid using personal pronouns?
- Did you avoid abbreviations (exception for state names) and jargon that is not commonly understood?

For help with resumes, internships and job search strategies, take advantage of the services offered by the  
**WWU CAREER SERVICES CENTER**, Old Main 280, 360-650-3240 or visit our website at  
[www.careers.wvu.edu](http://www.careers.wvu.edu)