

# Resume Checklist



## Contact Information

Did you list your name, phone number and email address? All are important for potential employers to reach back out



## Summary

Did you include a short summary tailored to the job you're applying for? A simple introduction to your resume and experiences



## Skills

Did you list all the right skills you possess for the position you're applying for? Review the job description for the role and include all relevant keywords



## Experiences

Did you list the most relevant work experiences? Crowding your resume with jobs from highschool won't help

Did you list achievements in those experiences along with your responsibilities? Relaying what you did in those roles and the results that followed is crucial



## Education

Did you list your highest level of education? Only list your GPA if it's good enough to be worth mentioning



## Certifications/Awards

Did you include a list of relevant certifications and awards? While your birdwatching award is amazing, it's not something you typically want to include here



## Format/Length

Are you using the right resume format? Reverse chronological seems to work great for all levels of experience

Is your resume 1-2 pages long? Most resumes should be 1-2 pages long with very few going any longer



## Other

Did you spell check? Microsoft Word, Google Docs or Grammarly works great

Did you have someone else proofread it? Ask a friend, family member or classmate to take a look