

Resume Checklist

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Many of the items in this list are optional. You must decide which ones are appropriate for your resume.

- Your Name.
- Address.
- Phone Number.
- Fax Number.
- Email Address.
- Web Page Address.
- Job Objective or Career Goal.
- Education.
- Employment History.
- Professional Societies and Organizations.
- Personal Data (if pertinent to job).
- Hobbies and leisure Activities.
- Military Service.
- Personal History.
- Biography (of business owner, key members of organization, officers, etc.).

Miscellaneous Tips. Some may not apply to all résumé formats or styles.

- Generally start with work history unless you have none, then start with educational background.
- Start with present or most recent experience (job or education) and work back.
- Don't write in the third person but don't overuse "I".
- Include dates.
- Keep personal data to the minimum.
- Do not include your age.
- If hobbies or leisure activities enhance your image, consider using them. If they can be directly tied into your job objective, do use them.
- Do not include personal references directly in the resume.
- Do not tell why you left previous jobs (that discussion, if pertinent, is best covered in the job interview).
- Do not discuss salary in the resume.
- Be honest.
- Brief is best. Try to keep your resume to one page (front only) and not too crowded.
- Leave adequate margins (space around the edges).
- Proofread! Proofread! Proofread!
- Make the resume pleasing to look at but don't let it become so elaborate that its appearance overshadows the content.

Design Tips

With very few exceptions, stick with one — no more than two — fonts. Use highly readable fonts. This is not the time to show off all the cute characters you have at your disposal. Let the message shine through. Use no clip art or graphics other than simple bullets for lists or unobtrusive rule lines to separate sections, if desired. Keep it all on one page if at all possible, two if absolutely necessary. Brochure-formatted resumes are not completely uncommon but for most jobs a standard letter size, portrait-oriented format is best.