

Resume Checklist

- Avoid complete sentences
- Do list city and state for each employer you've had
- Do list months and years for employment dates
- Start with most recent job and move backwards
- Don't include personal information
- Make sure it is uncluttered - lots of white space
- Use plain fonts such as Times Roman or Arial
- Make sure it is easy to read - bullet points, not paragraphs
- It should be well-organized
- Brief - one page
- No grammatical or punctuation errors**
- Can the reader see your main skills within ten to fifteen seconds?
- Does important information grab the reader's attention?
- Do you "sell yourself" well on the top quarter of the page?
- Have I showcased my skills even if I have little employment?