

Resume Review Checklist

FORMAT

- Margins are ~1" on all sides
- Uses no more than 2 fonts
- Text is an appropriate size (11 - 13 pt) and easy to read
- Use of dashes is consistent
- Alignment is consistent
- Dates are listed consistently
- If printed, is the resume on appropriate paper?
- If more than one page, is your name on each page? Is each page full?
- Is white space used appropriately?
- Is the format easy to read at a glance?

CONTACT INFORMATION

- Name is prominent and easy to read
- Email address is professional
- Address includes appropriate street or post office box address along with city, state and zip code
- Phone number has a professional-sounding voicemail

PROFILE OR OBJECTIVE STATEMENT

- If included, is it employer/job focused, brief and descriptive?

EDUCATION

- All universities and colleges are included and listed by proper name
- Location of university (city and state) is included
- Degree (example: Bachelor of Science) is included
- Major is included
- Expected graduation date (month and year) is included
- If listed, is GPA > 3.0?
- Are there specializations, minors or other items which should be included in this section?
- Is high school information necessary?

WORK EXPERIENCE

- Are each of the following included?
 - Title of position
 - Name of organization/company
 - Location of work (city and state)
 - Dates (example: Summer 2009; 2009-2010 academic year; August 2009 – May 2010)
- Responsibilities should be listed using bullets and action verbs
- Does the resume quantify information and adequately communicate accomplishments?

LEADERSHIP, ACTIVITIES, VOLUNTEER EXPERIENCE, HONORS, AWARDS, SKILLS, ETC.

- If listing Microsoft Office, are you including which programs you're familiar with?
- Are the programs/organizations listed easy to understand? Example: Someone unfamiliar with UF would not know understand Gator Growl.
- "References available upon request" is not necessary.

ADDITIONAL CONSIDERATIONS

- Is information relevant?
- Are there spelling or grammar mistakes?
- Has text been edited to be concise and to eliminate unnecessary words?
- Is the resume targeted to a specific job or job type?
- If sending electronically, is the file name appropriate and the file type easy to open?
- Are key words/skills included?
- Is the resume more pages than necessary?
- Has someone else reviewed your resume?
- Would I hire this person?