**Resume Checklist**

Resumes normally get less than a 15-second glance at the first screening. If you want to ensure that yours is up to par, then be sure you can tick the following questions and then add up your personal resume success score:

**Overall Presentation**

|  |  |  |
| --- | --- | --- |
| **Presentation** | Have you made an overall positive impression? (delete negative words or phrases)  Does your resume provide a professional looking and visually pleasing, inviting and polished presentation, with clear sections and ample white space?  Is it easy to skim for information quickly and easily?  Have you used 12 size font and used the same font consistently throughout?  Do your headings stand out (e.g. two sizes larger than normal text and bold)?  Are the margins even on all sides and not to narrow or too wide?  If the resume is longer than a page, does the second page contain a heading? Is the page break formatted correctly? Consider customising your resume; don’t rely on templates.  Have you checked and made sure there are no errors or misspellings? | **Tick or X** |
| **Format** | Is it printed on resume paper (white or neutral light shade)? Don’t use gimmicks (e.g. coloured paper, fancy borders)  Are design elements and formatting like spacing, justification, font size and heading positions used consistently throughout the resume?  Have you used sub-headings effectively and made relevant points easy to find?  Have you limited use of highlighting techniques? – (avoid uppercase, underlining and multiple fonts. Use tables to categorise and list technical or IT experience)  Have you Included page numbers in the footer (e.g. page 1 of 3)? |  |
| **Sequence** | Is the most recent information entered first, then worked backwards chronologically?  Are the headings and lists ordered so the most important information comes first?  Have you addressed the position requirements closely, using evidence and examples?  Have you ensured all dates are correct (use years only) and explained any gaps in time? |  |
| **Language** | Have you used a combination of brief text and bullet points?  Is your message clear, concise and relevant?  Have you ensured correct grammar and punctuation?  Is the resume written in an implied first-person voice with personal pronouns, such as I, me and my, avoided?  Have you made sure that your resume has correct spelling – English (Australian/UK not US)?  Have you avoided jargon and unexplained abbreviations?  Have you proof read and deleted all unnecessary words or punctuation?  Is there consistent use of tense throughout (current tense for current job, past tense for previous jobs)?  Whenever possible, did you use key industry words and/or words related to the job description? |  |
| **Individualised** | Have you stood out favourably from the crowd by providing relevant, factual and current information about your education, skills and experience?  Are sections placed in the best order to highlight your strongest credentials? |  |
| **Detail** | Have you Included enough detail and information to support your claims and speak to the position?  Have you made sure your meaning is clear? (don’t expect the reader to interpret and make sure you explain gaps in dates) |  |

**Specific Content**

|  |  |  |
| --- | --- | --- |
| **Name and Contact Details** | Is your name the heading of the document (large, centred, bold)?  Is your address, phone number and email easy to read under your name?  Have your removed the terms Resume or ‘Curriculum Vitae from the top of your resume?  Have you used a professional email address? (no more hotchickybabe@gmail.com) or (iamawesome@hotmail.com)  Have you checked that you have a professional sounding voice message on any phone numbers you have listed and that it is connected?  Have you removed information like your date of birth, age, health, religion or marital status |  |
| **Career Objective** | Have you written a compelling Profile that clearly ‘showcases’ your key competencies, skills, experience and ability to do the job?  Is the resume [targeted](http://www.monster.com/career-advice/article/Customize-Your-Resume-for-Results) to a specific career goal and not trying to be a one-size-fits-all document? Does everything you mention show how well-suited you are for the job you’re applying for?  Does the resume's content support your stated career goal?  Is a ‘qualifications summary’ included in your profile so the reader immediately knows the value you bring to the role?  Were you honest (but not modest!) and truthful when describing your background?  Does your Career objective give the potential employer an idea of your aspirations and preferred work environment, motivating them to read the rest of your resume?  Have you Indicated both short and long term career goals?  Have you highlighted one or two relevant skills or attributes that you can bring to the position?  Have you tailored the statement to each position you are applying for and referred to the job advertisement for clues of what skills or qualities are valued in the organisation? |  |
| **Education/ Qualifications** | Did you start with your most recent education? (If you are still completing study still put it in just write ‘current’ beside it)  Have you set it out: Name of qualification (full title) on first line (bold) and then institution (full title) on second line?  Have you included the year you completed or the expected year of completion?  Are there any key subjects or research you have done or studying that is relevant to the position? (this information helps you to stand out from the crowd) |  |
| **Skills Summary** | Have you Identified a minimum of your key 4–6 skills and listed in priority order?  Have you Included context and outcomes for skills used, including examples to add credibility to your claims?  Have you made sure that the skills you have chosen match the skills required for the position?  Is there mention of relevant information Technology (I.T.) skills? |  |
| **Employment** | Is the work history listed in reverse chronological order (most recent job first)?  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?  Do you have different titles for Work Experience, Voluntary Work and Relevant Work History?  Have you set it out: Name of position (full title) on first line (bold) and then organsiation (full title) on second line?  Have you provided the year you worked there?  Have you clearly listed your key responsibilities, starting each with an active verb (e.g. manage, produce, develop, test, provide, present)?  Did you avoid copying the ‘Duty Statement’/’Job Specification’/’Job Roles’ out in full? (it is too general and does not clarify your individual responsibilities. Show how your key responsibilities are unique to you)  Is each resume tailored so your relevant experience is given suitable emphasis according to the position or organisation?  Have you listed your achievements – outlined your contributions to the organisation (e.g. what you improved, the outcomes, skills you developed, positive feedback or awards received)?  Did you include unpaid, volunteer, work placements, leadership rolls, community work, and classroom experience as well as paid experience? |  |
| **Professional Development** | Have you listed any relevant short courses, workshops or conferences you have attended and provided the year, institute and location? |  |
| **Accomplishments:**  **Awards, Licenses and Memberships** | Have you included additional information, such as awards and affiliations?  Do you have any relevant association/s and/or memberships (student council, band member, sports team etc.)?  Do your accomplishment statements begin with strong action words?  Are accomplishments quantified by using numbers, percentages, dollar amounts or other concrete measures of success (i.e. years as part of the band, amount raised for charity, top percentage in the science competition)? |  |
| **Things You enjoy doing?** | If relevant to the job you are applying for, have you listed 2–3 interests or social activities that demonstrate a balanced and active life? |  |
| **Referees** | Have you included phone referees?  Have you contacted your referees to make sure they are still happy to be your referees and that it is the right phone number etc.?  Are they the most current referees?  Are they in a position to be able to comment on your work ability (i.e. either someone from a workplace or education)?  Is the relationship between you and your referee made clear (i.e. teacher or former employer etc.)? |  |
| **TOTAL SCORE** | **Count Your ticks** | **/75** |

**Your percentage is \_\_(your score)\_\_divide by 75 and then multiply by 100 = \_\_\_\_%**