

Resume Checklist

Place a (check) if the item has been met. Place an if the item has not been met.

Then, check the stage that best describes the section and use the white space to provide a rationale for your selection.

Resume Formatting

EVALUATION & COMMENTS:

Document Length & Margins	<input type="checkbox"/> Document length is 1 full page <input type="checkbox"/> Margins are consistent and appropriately sized <input type="checkbox"/> Spacing between sections is consistent and appropriately sized	
Font Size & Style	<input type="checkbox"/> Font style is easy to read and consistent throughout <input type="checkbox"/> Font size is appropriate and consistent throughout <input type="checkbox"/> Includes black text only <input type="checkbox"/> Consistent use of bold , <i>italics</i> , <u>underline</u> , or CAPS <input type="checkbox"/> Does not contain pictures, icons, or graphics	
Overall Visual Appeal	<input type="checkbox"/> Bullet points are aligned and point style is consistent throughout <input type="checkbox"/> Dates are consistently formatted with month and year <input type="checkbox"/> Dates are aligned in the same position for each section	<input type="checkbox"/> Developing <input type="checkbox"/> Job-Ready

Resume Content

EVALUATION & COMMENTS:

Contact Information & Education	<input type="checkbox"/> Header includes name, email, and phone (address optional) <input type="checkbox"/> LinkedIn URL is present and customized <input type="checkbox"/> College name is listed correctly <input type="checkbox"/> Degree and program of study is listed correctly <input type="checkbox"/> Includes graduation date <input type="checkbox"/> (If included) GPA is above 3.0 <input type="checkbox"/> Excludes high school information <input type="checkbox"/> Excludes colleges where no degree was earned <input type="checkbox"/> (If Applicable) Dean's List with specific semesters earned <input type="checkbox"/> (If Applicable) Study Abroad with country, school/program name, dates	<input type="checkbox"/> Developing <input type="checkbox"/> Job-Ready
Experience Sections (Work, Internship, Involvement, Leadership, Service, etc.)	<input type="checkbox"/> Experiences are listed in reverse chronological order <input type="checkbox"/> Consistent formatting to include organization name, position, dates <input type="checkbox"/> Bullet content is clear and concise <input type="checkbox"/> Bullet content includes quantifiable (#) data where appropriate <input type="checkbox"/> Accurate and consistent verb tenses within bullets ('Past' uses past tense) <input type="checkbox"/> Section headings accurately capture content	
Optional Sections (e.g., Skills, Coursework)	<input type="checkbox"/> Formatting is consistent with the rest of the resume <input type="checkbox"/> Adds value to showcase skills or qualifications not otherwise listed <input type="checkbox"/> (If Applicable) Language proficiency classified as basic, conversant, proficient, fluent, or native	<input type="checkbox"/> Developing <input type="checkbox"/> Job-Ready

Resume Language

EVALUATION & COMMENTS:

	<input type="checkbox"/> Excludes personal pronouns (such as "I" or "we") <input type="checkbox"/> Excludes abbreviations <input type="checkbox"/> Uses specific language , rather than general <input type="checkbox"/> Includes action verbs <input type="checkbox"/> Fact-based , rather than narrative or "fluffy" <input type="checkbox"/> Easy for reader to scan quickly and understand	<input type="checkbox"/> Developing <input type="checkbox"/> Job-Ready
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