

Resume Checklists

Resume Do's (should include)

General Content

- ☐ Include employment up to last 15 years; less is okay!
- ☐ 1-2 pages long maximum
- ☐ Tailor the keywords (skills, summary) to match the job posting
- ☐ Include summary section:
 - ☐ At the top of the resume
 - ☐ Includes why they should hire you AND brief objective
- ☐ Include skill section:
 - ☐ Each line of skills has the same number of skills
 - ☐ Ordered from most to least relevant/important
 - ☐ Each skill is easy to pick out from each other
- ☐ Include Employment section:
 - ☐ Each has an employment date
 - ☐ Listed from most to least recent
 - ☐ Describe duties in bullet points instead of paragraphs
- ☐ Include Certifications/Licenses:
 - ☐ If the certification/license expires, only the expiration date is included
 - ☐ If the certification/license doesn't expire, it's in the Education or Certification section
- ☐ Use the right type of resume for your job history:
 - ☐ Use a chronological resume if employment shows mostly stable employment
 - ☐ Use a hybrid resume if employment history has: long gaps/short stints/is project-based

Chronological Resume Specific

- ☐ Work history is in "Experience" section and contains job duties
- ☐ Skill section is 2-4 lines
- ☐ Summary section no longer than 3 lines

Hybrid Resume Specific

- ☐ Summary section up to 8 lines
- ☐ Skills section up to 6 lines
- ☐ Experience section is categorized list of job duties
- ☐ "Work History" section is separate, listing basic employment details

Formatting & Styles

- ☐ Use headings and subtitle formatting to make the different sections and experiences obvious
- ☐ Align dates to the right (easy to pick out when skimmed)
- ☐ **Sans-Serif** font for body text (not **Serif**)
- ☐ Margins .50" – 1" on all 4 sides (sweet spot is .75")
- ☐ Body text is left-aligned
- ☐ Standard bullet points used: •○■▪
- ☐ Web-safe fonts used:
 - Sans-Serif: Arial, Calibri, Helvetica, Aptos, Lato, Verdana, Tahoma
 - Serif: Georgia, Cambria, Garamond, Times New Roman
- ☐ Body font size 10-12
- ☐ Digitally share as PDF

Resume Can's (can do/include)

- ☐ Paragraph borders
- ☐ Dark colors
- ☐ Tab stops (to look like columns) for the skills list and other small lists
- ☐ Bold and italics
- ☐ Have the skill section right after summary, before experiences section
- ☐ List expired certifications/licenses in the related employment experience
- ☐ References section (if there's extra space to be filled)
- ☐ Mix **Serif** font headings with **Sans-Serif** font for body

Resume Don'ts (leave these out!)

General Content

- ☐ More than 2 pages (unless it's a research/academic resume)
- ☐ Use a chronological resume if it makes the employment history look bad
- ☐ Has objective section
- ☐ Lots of empty blank space
- ☐ Job duties are described in a paragraph

Skills

- ☐ Skill section has lots of irrelevant skills
- ☐ Skill section is more than 6 lines long
- ☐ Skills are listed with "qualifiers" like "great leader" "communication skills"
- ☐ Skills are too wordy, more than just 1-2 main words
- ☐ Last line of skills has space for more skills
- ☐ Skills are listed in a paragraph or sentence

Education & Certifications

- ☐ Includes graduation and school attendance dates
- ☐ Includes certificate/licensure attainment dates
- ☐ Includes expired certificate/licensure in the Education or Certification section

Formatting & Styles

- ☐ Difficult to visually pick out the employment experience dates
- ☐ Difficult to visually pick out the different sections and experiences
- ☐ Page columns
- ☐ Tables
- ☐ Page headers or footers
- ☐ Pictures
- ☐ Inserted text boxes
- ☐ Inserted shapes
- ☐ Custom symbols, fancy symbols, or emojis
- ☐ Uncommon fonts
- ☐ Body text is under size 10 or over size 12
- ☐ Margins under .50" or over 1"
- ☐ Body text is justified-aligned, adds gaps between words to line it up perfectly on left and right sides
- ☐ Digitally share as a word document or google doc