

Resume Checklist

A.	Appearance	Yes	No	Partly
1.	Neatly produced, good quality	_____	_____	_____
2.	No errors (spelling, grammar).	_____	_____	_____
3.	Printed on only one side of paper	_____	_____	_____
4.	Neatly centered and nicely balanced on the page.	_____	_____	_____
5.	Good-quality 8½ x 11-inch paper.	_____	_____	_____
6.	Attractive, businesslike -- no script	_____	_____	_____
7.	Wide margins with plenty of white space between paragraphs.	_____	_____	_____
8.	Experience information highlighted by margin leads, centered headlines, underlines, or other emphatic treatment.	_____	_____	_____
9.	The format is of the writer's own selection and does not identify the resume as the work of a professional resume writer (or any pre-supplied resume form).	_____	_____	_____
10.	Conforms to the general rule of one page for ten years' experience of less, two pages for more than ten years.	_____	_____	_____
B. Content				
1.	Emphasizes results produced, interesting problems overcome, significant achievements, etc.	_____	_____	_____
2.	Avoids a straight recitation of duties and responsibilities.	_____	_____	_____
3.	Indicates attitudes or personal attributes that show energy, competence, a constructive outlook, good citizenship, and a pleasant individual who will become a strong performer.	_____	_____	_____
4.	Omits frivolous or controversial activities or associations.	_____	_____	_____
5.	Omits mention of conflicts in previous employment or other negative factors.	_____	_____	_____

C. Effectiveness

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|----|---|-------|-------|-------|
| 1. | Creates an instantly favorable impression of you. | _____ | _____ | _____ |
| 2. | Immediately relates your availability and suitability to the needs of employers. | _____ | _____ | _____ |
| 3. | Rivets attention on your special abilities for the specific kind of job you want. | _____ | _____ | _____ |
| 4. | Attractive and polished. In a pile of resumes, it stands a good chance of being among the first to be read and retained for future consideration. | _____ | _____ | _____ |
| 5. | Creates the desire to meet you personally to find out more about you. | _____ | _____ | _____ |