

Checklist for Your Customized Resume

	Professional Profile/Summary of Qualifications: Does this section at the top demonstrate the distinct value and passion you bring that makes you a good fit for THIS specific job?
	Customization: Is every item <i>relevant</i> to the specific job description and requirements? Have you consistently used the keywords in the job description?
	Contact information: Verify spelling of your name, address (optional), email, and phone number. Is the tone of your outgoing phone/voice message confident and professional?
	Margins: Employers need space to make notes, so leave 1 inch all around. Absolutely no smaller than 0.7 of an inch.
	Font: Calibri, Arial, or similar in 10-12 point. Or Times New Roman in 11-12 point.
	Format: Is every aspect of the resume consistent? Are dates, company names, school names, and location names in the same place for each entry? Are they visually emphasized in a consistent manner? Are bold, all-caps, and italics used consistently throughout? Do you have a good balance of <i>white space</i> and text?
	Eye Appeal: Is it pleasing and inviting to the eye?
	Abbreviations: Does your resume contain any abbreviations that are not explained? NOTE: Use an abbreviation only if you refer to the organization more than once.
	Dates: Do dates follow a reverse chronological order or there is a confusing overlap? Are both month and year included? Is the date order consistent?
	Education: Is your school, degree, major/minor, graduation date (month and year) or anticipated month and year for degree-in-progress included? How about relevant coursework, thesis, research, and study-abroad opportunities?
	Experience: Did you include job/internship title, company/organization name, location (city, state), dates of employment?
	Action verbs: Do you use them as much as possible? Another resource: http://jobsearch.about.com/od/list/-of-skills-resume.htm
	Quantifiable results: Did you include a highlight/skills/summary/mission statement section at the beginning? Does it include some or most of the keywords mentioned in the job description (near the beginning, preferably in the highlights/skills section)?
	Extra sections: Include all of your relevant skills (including transferable ones from volunteer work, internships, etc.), professional associations, languages, and certifications?
	SPELLCHECK! Check spelling, verb tenses, and other grammar. Ask two people to proofread your resume.
	Length: Is your resume concise (1-2 pages; easy to read)? Cover letter on one page?
	Cover letter: Have you used the same header as you did on your resume? Keeping your "letterhead" the same on both documents shows professionalism and attention to detail.

Adapted (with permission) from a checklist offered by the Career and Practicum Services,
School for International Training, Brattleboro, Vermont.