



RESUME CHECKLIST

GENERAL FORMATTING

- Each section has at least two entries in it (except possibly education)
- Entries are in reverse chronological format (most recent first)
- Consistent spacing and structure to spread out text using tabs, alignment, etc.
- No spelling/grammar errors; proofread by at least two people with excellent writing skills
- Resume is one page in length

CONTACT INFORMATION

- Include your name, professional email address, and phone number
- No personal information (i.e. street address, age, marital status, etc.)

PERSONAL SUMMARY OR HIGHLIGHTS SECTION

- Includes accomplishments and provides a reason for the employer to keep reading
- Includes keywords from the job description

WORK AND/OR VOLUNTEER EXPERIENCE SECTION(S)

- Each entry includes job title, organization name and location (city, province), start and end dates, and 2-5 accomplishment statements
- Use accomplishment statements to describe relevant experiences
- Each accomplishment statement begins with a strong action verb

EDUCATION SECTION

- No high school entry
- Each entry includes degree/diploma, major(s)/minor(s)/program(s) of study, name and location of post-secondary institution (city, province), and year of (anticipated) graduation and formatting matches experience section

OTHER SECTIONS

- May include professional affiliations, certifications/training, interests/activities, or awards
- No references or "references available upon request" statement