

Resume Checklist



HEADER

- My header is at the top of the document, but not in the header section.
- My header contains my name and contact information (phone number, email address).
- My phone number is correct, I have voicemail setup on my phone and there is space in my mailbox to receive messages.
- My email address is correct, professional (name and/or initials) and utilizes a .com or .ca domain. It does not contain any inappropriate terms or expressions and does not reveal my year of birth.
- My header includes a customized URL/hyperlink to my complete and active LinkedIn profile.
- My header is visually appealing and distinctly formatted.



PROFILE

- My profile targets the job I am applying for.
- My profile features hard, soft and technical skills in relation to the job I am applying for.
- My profile showcases key accomplishments in relation to the job I am applying for.
- My profile presents educational and professional certifications in relation to the job I am applying for.
- My experience contains competency-based statements written with powerful action verbs, industry terms and measurable results (#, \$, %).
- My profile highlights matches between my experience and hiring requirements listed as “assets”.
- My profile mirrors the language used in the job posting (keywords, industry jargon, tone).
- My profile is a reflection of who I am. It is written in my unique voice and in line with my personality.
- My profile communicates and provides proof of the value I can bring to the job I am applying for.

EXPERIENCE

- My experience targets the job I am applying for.
- My experience is presented using an appropriate resume format (chronological, functional, combination, creative) based on my background and the job I am applying for.
- My experience includes key employment information: job titles, employers, dates and locations of employment.
- My experience presents carefully selected highlights of my career past, making clear and specific links to the position I am applying for.
- My most relevant experience is given more weight and prominence than my older and/or less relevant experience.
- My experience features hard, soft and technical skills in relation to the job I am applying for.
- My experience contains competency-based statements written with powerful action verbs, industry terms and measurable results (#, \$, %).
- My experience mirrors the language used in the job posting (keywords, industry jargon, tone).
- My experience focuses on the actions I took and the impact I made in relation to the job I am applying for.

EDUCATION

- My education includes key academic information: program of study, institution, dates and location.
- My education is listed in reverse chronological order.
- My education does not include grade point averages or exam scores.
- My education includes formal education (i.e., college or university) as well as informal education (i.e., training, seminars, workshops, conferences).
- My education includes earned credentials (certifications, licenses, professional designations).
- My education demonstrates a commitment to continuous learning and ongoing professional development.
- My resume includes achievements that are relevant to my industry (e.g., volunteer work, publications, projects, awards, presentations).

FORMAT, STRUCTURE AND EDITING

- My statements contain powerful action verbs, industry terms and measurable results.
- My resume is professionally and consistently formatted.
- My resume has been edited for spelling, vocabulary and grammar mistakes. It is error free.
- My resume has adequate spacing, consistent alignment and is easy for readers to scan/skim.
- My resume makes effective use of design features; e.g., fonts, text size, bold, italics, underlines, shading, colors, tables, charts and graphs to be visually appealing.
- My resume is front loaded. The most relevant accomplishments and content is highlighted at the top of page one.
- My resume is visually appealing and will stand out from other applications.
- My self-marketing materials (resume, cover letter, references page) are consistently formatted.

ADDITIONAL

- I have an MS Word, PDF and plain text version of my resume and will send the most appropriate one based on how I apply.
- My resume is saved using a clear and appropriate filename.
- I am prepared to speak about and supplement all of the information presented on my resume.