

## Resume Checklist

1. Always tailor your resume to the job for which you are applying.
2. Use a font that is easy to read, such as Times New Roman, Arial, Tahoma, or Verdana.
3. Use 8-1/2" x 11" high quality paper, white is preferred.
4. Keep margins at 1" on all sides.
5. Be sure the name is at the top of the resume and highlighted by being a larger font size (14 - 16) and/or all capitalized.
6. Font size throughout the rest of the resume should be no smaller than 10 and no bigger than 12.
7. The recommendation is not to include your address on your resume. There are a couple of reasons for this. First potential employers may simply throw out resumes if they think your location is too far from the job site. Second, in this day and age of technology it is simply safer not to include your address, especially if you are submitting your resume online. However, you can leave it on if you prefer.
8. Using parenthesis in telephone numbers is something that has not been taught for about 20 years, when area codes used to be optional. Remove the parenthesis from phone numbers and replace with a dash after the area code. This will avoid giving the employer clues about your age. Likewise, you should not use periods in place of dashes in phone numbers because this may indicate you are of a younger generation.
9. We recommend using an email address that has your name in it. You can create a secondary free email address specifically for job correspondence at various sites (Gmail, Hotmail, Yahoo). Never use numbers in your email address because zero looks like the letter O and one can look like the letter L.
10. Be sure to CAREFULLY proofread your email address and telephone number. An error in a number or letter could prevent you from being contacted by an employer.

11. An objective is not needed on resumes unless required by the employer; however you should have one developed so you can insert it as needed. You are already stating your objective in your cover letter so there is no need to repeat it. Instead consider having a summary or profile of your key accomplishments and soft skills that would be beneficial to the employer.
12. We recommend not putting the month/year of graduation. This may cause the employer to take a guess at your age, which may be negative. We want to eliminate all possible biases from your resume which may cause an employer to simply throw it out.
13. We recommend just putting the year and not the month when you are listing your employment history on your resume. This can be especially beneficial for those who have held short-term jobs or who changed jobs frequently. While you will need to explain any gaps in your work history when you are interviewing, highlighting that in your resume may cause biases.
14. Only use words in your resume with which you are familiar.
15. Do not use pronouns, especially I and me.
16. Be sure to spell check as well as proofread your resume. For example if you wrote from instead of form, the spell checker will not detect your mistake.
17. Be consistent in your use of punctuation.
18. Do not switch tenses within your resume. The duties you currently perform should be in the present tense (i.e., write reports), but ones you may have performed at past jobs should be in the past tense (i.e., wrote reports).
19. When expressing numbers, write out all numbers between one and nine, but use numerals for all number 10 and above.
20. Choose your words carefully and be sure to use action words.
21. Do not overcrowd your resume. A two-page resume is acceptable for experienced job seekers.