

Resume checklist

Resume of : [PRINT NAME]	
Reviewed by : [PRINT NAME]	
Date reviewed :	

Step 1 of 2 Assess where this resume might be improved

- Where relevant, mark with a **+** in the shaded column below.

<i>Key Benefit</i>	<i>Guideline</i>	<i>Where might this resume be improved?</i> [+]
Favourable first impression	Resume length is between 1.5 and 3 pages	
	Layout looks well-spaced	
	No gimmicks – no photo; no borders around pages etc.	
	Footer at bottom of pages – name AND page numbering	
	Font looks professional – style of font; max. size 12 or less etc.	
	Highlighted info uses just one formatting method – bold OR underlining OR larger font OR capital letters	
	Headings are consistent – ie. between sections & within each section	
	Most recent info comes first – in every section	
	Includes all dates – only month & year necessary	
	Dates placed against right-side margin	
	Dot points used – with abbreviated sentences only	
	All sentences and paragraphs are kept brief	
Appealing language used	All spelling is correct – Australian not U.S. English	
	Grammar and punctuation are correct	
	Uses clear and direct language	
	Appropriate tenses used – present tense for current experiences; past tense for previous etc.	
	Uses action verbs where possible – eg. “Initiated / Co-ordinated ”	
	Explains unfamiliar acronyms – eg “High-definition video (HDV)”	
Provides relevant info	Omits irrelevant information	
	The most relevant information is on page 1	
	Work section contains only brief summaries of duties	
	Education and Work sections include achievements – notable contributions towards projects, responsibilities etc.	
	Quantifies achievement using numbers &/or statistics – eg. “Four of my six recommendations adopted by the policy committee. ”	
	Supporting evidence provided for all strengths claimed – most relevant skills/ qualities demonstrated within the most approp. section	
	Includes all relevant keywords and phrases – in case search software is used to shortlist applications	

Now turn over . . .

Note: A resume will stand out if it is

- Relevant : matches the assessor's key interests
- Substantiated : provides convincing evidence
- Well-written : tells an engaging story
- Visually-pleasing : is attractive to the eye
- Unique : isn't identical to its competition

Step 2 of 2 In the table below, suggest improvements for this resume

- Clarify which area your suggestion relates to.
- Make specific recommendations & suggest how each might best be achieved.

<i>What this feedback relates to</i>	<i>Recommendations</i>

Note: This checklist aims to help you create a sound, graduate-level resume for most fields in Australia. Once you've achieved this, UTS Careers can help you develop higher-level & more targeted applications.