

Resume Checklist

PERSONAL INFORMATION

- ✗ Do not include: Sex, Age or Birthdate, Race, Religion, Marital Status, SIN

APPEARANCE

- ✓ **Layout**
 - 🍏 One to two pages long
 - 🍏 Margins no less than 0.75" and no more than 1.5"
 - 🍏 Use heading on each page and page numbers for resumes that are more than one page in length
- ✓ **Font**
 - 🍏 Arial, Times Roman or other Serif font, 12 point size is acceptable
 - 🍏 No more than two fonts or two sizes
 - 🍏 Font styles (bold, italics, underline) used sparingly
- ✓ **Printing and Production**
 - 🍏 Quality bond paper in a conservative colour
 - 🍏 Clear and clean, never photocopied
 - 🍏 One-sided
- ✓ **Grammar and Spelling**
 - 🍏 Punctuation is consistent
 - 🍏 Present tense for current duties and past tense for former duties
 - 🍏 Proofread by reading aloud or reading backwards

CONTENT

- ✓ **Writing Style**
 - 🍏 Powerful action words used to begin sentences and phrases
 - 🍏 Short paragraphs and sentences
 - 🍏 Brief and succinct, no unnecessary words
 - 🍏 Be consistent and begin sentences with either verbs or adjectives
 - 🍏 Only use widely-accepted acronyms/abbreviations that employers will recognize
- ✓ **Marketing Focus**
 - 🍏 Show your enthusiasm for the job
 - 🍏 Demonstrate ability or potential to do the job
 - 🍏 Speak to the employers needs and requirements (employer-centered vs. self centered)
 - 🍏 Indicate knowledge of the organization, field, typical issues or problems, solutions

CONTENT

- ✓ **Contact Information**
 - 🍏 Clearly presented at the top
 - 🍏 Name
 - 🍏 Permanent address
 - 🍏 Phone number
 - 🍏 Professional email address
- ✓ **Skills**
 - 🍏 Short statements
 - 🍏 Action words
 - 🍏 Results achieved
- ✓ **Education**
 - 🍏 Reverse chronological order (most recent first)
 - 🍏 Title of degree/diploma/certificate, expected completion date
 - 🍏 Name and location of educational institution
 - 🍏 Major, minor and/or areas of concentration or interest
 - 🍏 GPA, academic honours, awards
 - 🍏 Professional training, relevant workshops and on-the-job training
- ✓ **Work Experience**
 - 🍏 Reverse chronological order (most recent first)
 - 🍏 Employer information (name, location)
 - 🍏 Employment information (dates employed, job title)
 - 🍏 Responsibilities and key results
- ✓ **Professional Qualifications**
 - 🍏 Voluntary and mandatory qualifications
- ✓ **Awards/Achievements**
 - 🍏 Short statements
 - 🍏 Specific
- ✓ **Affiliations**
 - 🍏 Memberships in professional or volunteer organizations
- ✓ **Volunteer Work**
 - 🍏 Reverse chronological order (most recent first)
 - 🍏 Duties and accomplishments