

Resume Checklist

DON'T FORGET TO:

- ✓ Find a resume template.
- ✓ Make sure font selection is easy to read. Use simple or basic font styles similar to the one used here.
- ✓ Contact information (name, professional email, phone number).
- ✓ Relevant work experience.
- ✓ Include education, degrees, certificates.
- ✓ Highlight skills and accomplishments.
- ✓ Use strong action verbs.
- ✓ Customize your resume to fit the job description.
- ✓ Update resume information based on each job application.
- ✓ Review for any irrelevant information that needs to be removed.
- ✓ Decide if your resume needs to be 1 or 2 pages based on your experience.
- ✓ Proof read for typos and grammatical errors.