

**Career Hub Services****Lawrence A. Bertolini Student Center, Third Floor****Hours:** Monday-Thursday : 8:00 a.m.-5:00 p.m.

Friday: 8:00 a.m.-12:00 p.m. (Closed Fridays June &amp; July)

(707) 527-4329

# CHECKLIST FOR REVIEWING YOUR RESUME

**FIRST IMPRESSION**

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- Is it reader-friendly? No large blocks of text.
- Is your resume free of spelling, punctuation and grammatical errors?

**LAYOUT AND APPEARANCE**

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- Does it appear clean and easy to read?
- Are margins adequate on all four sides?
- Are headings easy to find and consistent in capitalization, bold-face, and underlining?
- Is the information clear and concise?
- Has the resume been carefully edited to eliminate irrelevant data?
- Is the paper of good quality?
- Is the type size and resume format easy to read? Did you use 11-12 size fonts and allow for white space?

**FORMAT AND ORGANIZATION**

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- Is your resume 1 or 2 pages maximum? Could the resume be shortened and still present the same qualifications?
- Do phrases begin with action verbs?
- Are past tense verbs used consistently throughout the resume (as appropriate)?
- Did you use the same style and format in listing the employment and education dates? Years or month and year?
- Did you list dates, job titles, employer names, cities, and states in your work history?

- Are the main qualifications easy to find at first glance?

**JOB OBJECTIVE**

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- Is a brief and clear job objective included?
- Did you use the same title as the job announcement?
- Is the level and function of the desired position specified?
- Does the objective match or support the content of the resume?

**QUALIFICATIONS**

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- Is there an accomplishment statement or summary of qualifications?
- Are skills emphasized?

**CONTENT RELEVANCE**

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- Does the content support the job objective?
- Does the content stress relevant skills, accomplishments and results?
- Did you list your education and relevant training?
- Do the computer or technical skills reflect current understanding?
- Did you list relevant volunteer, community involvement, and/or non-paid work?
- Does the resume include all information necessary to prove ability to do the job?