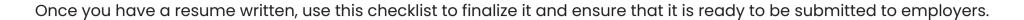
CAREER AND EMPLOYMENT TIPS | RESUMES

Resume Checklist



Content	
	I have my full name and contact information at the top of the first page.
	I have included the full name of my educational program along with relevant dates (length of study, graduation date and/o anticipated graduation date).
	I have NOT included my high school education.
	I have included relevant work and/or volunteer experience, listed in reverse chronological order by end date.
	All of my content fits onto no more than two pages, with the most relevant information at the top.
	My content is tailored to a specific job posting or to a type of job I would like to pursue.
	Elements such as my email address, LinkedIn profile (optional) and portfolio (optional) are hyperlinked, and I checked that the links are working (this is necessary only if you are submitting your resume digitally, not in printed form).
Gra	ammar and formatting
	I did not write in paragraphs, but instead used bullet points.
	I decided whether or not my bullet points would end in a period, and kept that consistent.
	There is a consistent amount of space between the elements on my resume (such as sections, lines, margins).
	My degree name, program, major, minor, job titles and any computer programs (such as Excel) have been capitalized.
	All of my verbs are using the same tense.
	I did not use any personal pronouns (such as I, we, me, my or our).
	Any dates I included are in the same format.
	I used a grammar/spelling check, and have proofread my resume to ensure there are no errors.
Vis	ual elements
	I used a common and professional-looking font, (such as Arial or Calibri) which is easily readable. I used size 11-12pt font for my main content.
	I used headings to introduce groups of similar information, which are larger and/or bolder than my main content.
	All of my bullet points are a consistent size and style.
	Any colour that I used (not required) has plenty of contrast with my background and is used consistently.
	I did not use any tables, columns, headers, footers, etc. that would be incompatible with an <u>Applicant Tracking System</u> .
Sai	ving and submitting
	I have saved my resume as a PDF (unless otherwise specified by the job posting).
	I have named my resume in the format "First Name Last Name - Job Title - Resume" (unless otherwise specified by the job posting).

Want a second opinion? Career Services would be happy to <u>review your resume</u>.

June 2022

NEED MORE HELP?

Book an appointment with us through MyCareerHub.













mtroyal.ca/careerservices in Career Services on LinkedIn

