Once you have a resume written, use this checklist to finalize it and ensure that it is ready to be submitted to employers.

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/or 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).

Grammar 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.

Visual 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 *Applicant Tracking System*.

Saving 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 *review your resume*.

June 2022