

RESUME/CV REVIEW CHECKLIST

Use this form to evaluate your current resume to ensure that you are creating a highly effective document that will motivate the recruiter to invite you for an interview.

What is the purpose of this resume/CV?

Whether you are seeking an internship, full-time position, applying to grad school or another opportunity, your resume/CV should be relevant, fresh and tailored to the opportunity.

What are the skills, education, qualifications and experience outlined in the position description? Change your resume/CV when you apply for a new position by using the same key words and phrases that are listed in the position description.

What makes YOU a top candidate? Employers are looking for more than a list of skills - they want to know how you've applied them to get results. Consider high impact outcomes – **money, time, productivity, performance, customer service, sustainability** – think about ways that you've increased productivity, saved time or made an organization money. Highlighting those kinds of skills and accomplishments will definitely grab the recruiter's attention!

How's your GRAMMAR? Have you maximized your descriptions?

- No misspelling of words; no grammatical errors
- Proper punctuation; commas and capitalization use appropriately
- First person language is never used; avoid personal pronouns and articles (the, a, an, me, my)
- Use a variety of action verbs to describe your accomplishments
- Quantify your accomplishments (by using #s or %s) in all sections, when it makes sense
- Include highlights of specific skills and leadership competencies whenever possible

Double check your FORMATTING:

- Margins should be at least 1/2 inch on each side; spacing should not appear overcrowded
- Choose a highly readable font (Cambria, Calibri); Use 16-point font for your name; 14-point font for category headers; between a 10- and 12-point font for all other content
- Spacing, tabbing, justification and other formatting should be consistent
- Content within each section should be in reverse chronological order
- Use bullets for position descriptions instead of paragraphs you have 3 or more sub points

How have you TARGETED your content to match the organization?

- Frame your experience to fit your target job so employers can relate
- Highlight internship(s), volunteer experience, research, study abroad, etc. in a dynamic way
- Use the same vocabulary - qualifications and skills - as listed in job description
- Consider changing category headings or rewording experience for a better fit
- Use present tense for on-going work and past tense for completed work
- More recent and relevant experiences should be given the most space

Additional items to IMPRESS:

- If there appear to be awkward or unexplained gaps of time, add more info or revise
- Print resumes on high-quality white or ivory resume paper and bring extra copies to interview
- Add LinkedIn profile address in contact information
- Glance over check – do the main points of resume stand out in 15 seconds or less?**