**Resume checklist**

Do you….

\_\_\_\_ Use a common font (Calibri, Arial, Times New Roman, Cambria, Georgia, Palatino) in 10–12-point size

\_\_\_\_ Have margins between ½ inch to 1 inch all around (Layout tab in MS Word or Pages, Margins, Narrow)

\_\_\_\_ Avoid half pages – it looks unfinished. Fill up either one whole page (best for current students and recent grads)

or two pages (ideal for most professionals)

\_\_\_\_ Use a professional email address

\_\_\_\_ Add your LinkedIn url to your contact info and be sure to customize it so it does not have random numbers

\_\_\_\_ Tailor your resume to each job to which you apply – relevant experience and keywords

\_\_\_\_ Avoid graphics and tables

\_\_\_\_ Have a consistent format

\_\_\_\_ Use white space and bullets strategically to help guide the reader’s eye to the most important information.

\_\_\_\_ Avoid cramming too much information in or use font any smaller than 10 point-font

\_\_\_\_ Use strong action verbs in your descriptions (check out a helpful resume verb list for ideas)

\_\_\_\_ Include your tech skills – list specific software

\_\_\_\_ Avoid using articles in a resume (the, a, an) – these filler words only slow recruiters down

\_\_\_\_ List your items in reverse chronological order for each section

\_\_\_\_ Proofread your work multiple times and have another person review it as well

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