

Resume Checklist

- _____ Is your resume printed on resume paper?
- _____ Is it neat, concise and easy to read?
- _____ Is it free of any errors?
- _____ Is it centered and nicely balanced on the page?
- _____ Does the organization of the resume emphasize the important points?
- _____ Were you consistent with verb tense?
- _____ Is it reverse chronological order within each heading?
- _____ Do most of your phrases start with action verbs?
- _____ Have you avoided using personal pronouns?
- _____ Did you leave out personal information that could be viewed negatively?
- _____ Is your resume an appropriate length? (1 page preferred)
- _____ Has unimportant information been eliminated?
- _____ Is your resume consistent? Does it look the same throughout?
- _____ Is your GPA included? (Unless under a 3.0)
- _____ Have you included your expected graduation date?
- _____ Is your name big, in bold, and at the top of the page?
- _____ Have you included a **relevant** objective?
- _____ Have you geared your resume to the job as much as possible?
- _____ Overall, does your resume look professional?
- _____ Has your resume been critiqued by the CAP Center? If not, call (641) 784-5200 for an appointment.