

# WRITING A RESUME CHECKLIST

## RESEARCH (prior to writing the resume)

<b>Resume Preparation</b>	<p>Carefully review the job posting to discover who the company is, what qualities they are looking for in an employee, etc.</p> <p><b>Employer:</b> What is the name of the company?</p> <p><b>Interviewer:</b> Who will be interviewing you for the job?</p> <p><b>Motto:</b> What are the company's goals and or motto?</p> <p><b>Address &amp; Contact Info:</b> Write down the company address and contact info for future reference.</p>	<input type="checkbox"/>
---------------------------	--	--------------------------

## APPLICATION (writing the actual resume)

<b>Contact Information</b>	Is your personal address correct and up to date? Is the phone number listed the one you want employers to try to reach you at? Is your email address one that you check regularly? Does it appear at the top of the document? Is it aligned to the left or center of the document?	<input type="checkbox"/>
<b>Graphics</b>	Is your resume free of any graphics, including a personal picture. If using a horizontal line, does it extend from margin to margin? Is it distracting?	<input type="checkbox"/>
<b>Font</b>	Are you using two or fewer fonts in the resume? Are your fonts consistently sized (all headers are the same size, all general information is the same size, etc.) No items should be underlined and other emphases like bold and italics have been used consistently and sparingly.	<input type="checkbox"/>
<b>Size</b>	Is your resume limited to one page? If not, what can be eliminated without taking away your selling points?	<input type="checkbox"/>
<b>Objective</b>	<p>Does your objective:</p> <ul style="list-style-type: none"> <li>• Explain why you are interested in the position or company</li> <li>• Explain how you will help the organization</li> <li>• Preview (set the stage) for the rest of the resume</li> </ul>	<input type="checkbox"/>
<b>Experience</b>	<p>Does your experience section include:</p> <ul style="list-style-type: none"> <li>• Name of employer</li> <li>• City, State of employment</li> <li>• Dates employed</li> <li>• Job title</li> <li>• Highlights of accomplishments, skills acquired, and job responsibilities (are these highlights directly applicable to the job you are applying for)</li> </ul>	<input type="checkbox"/>
<b>Honors &amp; Awards</b>	<p>If included, did you:</p> <ul style="list-style-type: none"> <li>• Include information that lets the employer see who you are outside of work</li> <li>• Highlights educational or civic accomplishments</li> </ul>	<input type="checkbox"/>

## REVIEW (reviewing the drafted resume for improvement)

<b>Spelling &amp; Grammar</b>	Have you checked your document for any spelling errors? Are there any grammatical errors? Did you compare your formatting to the Writing A Resume worksheet you were given in class?	<input type="checkbox"/>
<b>5 C's</b>	Have you checked your resume ensuring it is clean, concise, consistent, clear, & conservative?	<input type="checkbox"/>
<b>Reviewed by at least 3 people (Including the Job Coach)</b>	<p>Name at least 3 people who have reviewed your resume and given you feedback (one of these must be your job coach).</p> <ol style="list-style-type: none"> <li>1. Job Coach _____</li> <li>2. Peer _____</li> <li>3. Peer _____</li> </ol>	<input type="checkbox"/>