

# Resume Writing Checklist



Your resume should be job and employer specific. Use the following checklist to ensure yours stands out from the crowd.

## *Format*

- Don't use more than two 8½ × 11" or A4 pages, except for those in exceptionally high-level positions where resumes might be up to four pages.
- Maintain plenty of white space. Avoid long paragraphs of text.
- Use bullet points for ease of reading.
- Select a clear, easy to read font.
- Be consistent with text alignment.
- Use bold or italic to draw the reader's eye to key points.
- Use a pre-formatted resume template in Microsoft Word.

## *Style and structure*

- Depending on the job you're applying for, the style can be formal or slightly less so. However, the wording should remain 100% professional.
- Use high impact, positive words to make for compelling reading.
- A good resume should flow in logical order: contact details, summary statement, experience starting with your most recent job, education and training.

## *Contact details*

- Include your phone number, email address, and LinkedIn profile. Ensure your email address is professional.

## *Summary statement*

- The summary statement is your sales pitch. State why you should be selected for this particular role, with a clear match of your skills to the role applied for.

## *Education and training*

(If you are a student, place this section before your employment history.)

- List your education and training in reverse chronological order.
- Include all formal education post-high school.
- Detail all certificates, qualifications, and additional education.

## *Experience*

- List your experience/employment history in reverse chronological order.
- Highlight key responsibilities and accomplishments.
- Back up your achievements with figures, percentages, and data where possible.

## ***Keywords***

- Many employers use computerized systems to sift through resumes during the initial application stage. Include industry/company/job relevant keywords and phrases to ensure yours passes these tracking systems to move onto the next stage.

## ***Proof read***

- Spell and grammar checks are essential. Get a few other people to read over your resume to be 100% sure everything is correct.