

Resume review checklist

First Impression

- Is the resume inviting to read, with clear sections?
- Does the resume look and feel professional rather than simple?

Appearance

- Is the font size appropriate for easy reading?
- Are there design elements (bullets, bolding, and lines) to guide readers' eyes through the document and highlight important content?
- Is there a good balance between text and white space?
- Are margins even on all sides?
- Is spacing and font size used in a consistent format throughout the document?
- If the resume is longer than a page, is the second page useful?

Resume sections

- Are all resume sections clearly labeled?
- Is contact information included and accurate?
- Is the work history listed in reverse chronological order (most recent job first)?

Career goal

- Is the resume targeted to a specific career goal, rather than a one-size-fits-all document?
- If this is a resume for a career change, does it include supporting details that show how experience is relevant to the new job?

Relevance

- Does the resume's content support the summary statement?
- Are there keywords and industry acronyms showing knowledge of the career field?
- If applicable, is additional information (awards and affiliations) included?
- Is personal information unrelated to the job (marital status, age, nationality) omitted?
- Does the resume trigger big questions such as why a 7-year employment gap? Or why frequent job changes? If so, can the answers be worked into the resume?

Writing style

- Is the content flow logical and easy to understand?
- Does the resume include robust, varied action verbs?
- Have you avoided mismatched verbs (use similar endings ordering, planning, and recording)?
- Is the resume as perfect as possible, with no careless errors or typos?

