

## Resumé Checklist

Read over the following sections of the resumé checklist with your resumé beside you. Indicate with a check mark (✓) the areas you have completed.

✓	TAILORING
	Have you included keywords from the position description?
	Did you include skills described in the position description?
	Did you include your most relevant and recent experiences?
	Did you follow the application instructions outlined in the position description? E.g. additional documents
	Does your resumé demonstrate your “fit” for the role by highlighting who you are, what you have to offer, and how you can help the organization?

✓	FORMATTING
	Did you include your contact information as a heading on each page of your resumé?
	Are all fonts easy to read and professional in appearance?
	Is your formatting consistent throughout your resumé? E.g. font, font size, bold, italics, underline, line spacing
	Is there enough white space without it looking too sparse?
	Did you check for grammar and spelling errors?
	Is your experience in each section in reverse chronological order?
	Did you use present tense for current experience and past tense for past experience?
	Is your resumé within 2 pages in length?

✓	INTRODUCTION
	Did you include a targeted introduction as the first section on your resumé? ➤ <i>Hint:</i> Use ONE of the following formats: <ul style="list-style-type: none"> <li>• Highlight of Qualifications</li> <li>• Career Objective</li> <li>• Profile</li> </ul>
	Does your introduction showcase the best reasons you should be considered for the position? ➤ <i>Hint:</i> You should provide evidence that supports these reasons in the experience section(s) of your resumé.

✓	EDUCATION
	Is the degree name, major, and year of expected graduation included along with the institution? E.g. <b>Bachelor of Arts Honours Degree, Psychology &amp; Sociology - Expected 2018 - York University, Toronto</b>
	Are relevant academic experiences included? E.g. courses, projects, assignments, lab work, research, thesis ➤ <i>Hint:</i> Include descriptions of the relevant skills/knowledge gained/applied through your experience.
	Have you included your GPA if it is a B+ or higher?
	Have you incorporated any awards or scholarships you received?

✓	EXPERIENCE
	Has context been provided for when/where/how skills have been used?
	Are job titles, name of employers, cities and dates included? ➤ <i>Hint:</i> Usually job titles come first and are given most prominence (e.g. bolded) unless you feel that the companies you worked for are more relevant. E.g. <b>Promotions Coordinator, Scholastic Canada, 2017 - 2018</b>
	Are relevant unpaid positions (volunteer & extracurricular activities) included and is it clearly indicated that they were unpaid positions? E.g. <b>Fundraiser, Heart and Stroke Foundation (Volunteer) 2015 - 2016</b>
	Have you described your experiences using accomplishment statements? <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">OPTION 1</div> <div style="background-color: #c00000; color: white; padding: 5px 10px; border-radius: 5px;">Action Verb</div> <div style="font-size: 1em;">➤</div> <div style="background-color: #c00000; color: white; padding: 5px 10px; border-radius: 5px;">What You Did / How You Did It</div> <div style="font-size: 1em;">➤</div> <div style="background-color: #c00000; color: white; padding: 5px 10px; border-radius: 5px;">Result / Skill</div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">OPTION 2</div> <div style="background-color: #c00000; color: white; padding: 5px 10px; border-radius: 5px;">Action Verb</div> <div style="font-size: 1em;">➤</div> <div style="background-color: #c00000; color: white; padding: 5px 10px; border-radius: 5px;">Result / Skill</div> <div style="font-size: 1em;">➤</div> <div style="background-color: #c00000; color: white; padding: 5px 10px; border-radius: 5px;">What You Did / How You Did It</div> </div>
	Are relevant “soft skills” highlighted throughout? (Personal qualities or skills transferable to a variety of situations) E.g. patient, meticulous, attention to detail, teamwork, ability to build rapport
	Are relevant “hard skills” highlighted throughout? (Skills or areas of knowledge you were taught that involve specific steps, procedures or expertise and are usually job-specific) E.g. Excel, auditing, lesson design, knowledge of child development
	If relevant, are there sections for the following? <ul style="list-style-type: none"> <li>Associations</li> <li>Community Service</li> <li>Computer Skills</li> <li>Interests</li> <li>Languages</li> <li>Other Technical Knowledge</li> <li>Professional Development/Training</li> <li>Relevant Experience</li> <li>Volunteer Experience</li> <li>Work Experience</li> </ul> ➤ <i>Hint:</i> References section not needed