Resume Review Checklist

Contact Information

Purpose: For the interviewer to quickly and easily see your name, mobile number and location.

_____ Contact information appears at the TOP of your resume

_____ Type your name in large font and make it bold so it stands out. Make your contact information a bit smaller.

_____ Include your email address (make sure it is professional, nothing cute), and double CHECK it!

_____ Include your contact number and make sure the voicemail is your voice, not an automated message.

_____ Include your permanent address.

Summary

Purpose: The Summary (also called Profile, Career Profile, Professional Summary) should grab the attention of the reader immediately and entice them to read more. It should be a complete paragraph, generally about 5-8 sentences long. Does it:

_____ Replicate the language used in the job description?

_____ Summarise your key and most relevant strengths for the job description?

_____ Reflect the level of responsibility you are comfortable with?

_____ Refer to you in the third person with no reference to I, me, you, we, us?

Career History

Purpose: To quickly show how your past experience is relevant to the job you are applying for.

_____ Is your Career History a fair snapshot of your career experience?

_____ Is the most relevant information listed first? I.e. job title, employer's name, dates, followed by a list of responsibilities and achievements (if relevant)

_____ Are you focusing only on major tasks and results? Eliminate irrelevant details.

_____ Have you listed your entire work history? Only go back as far as 5-10 years.

Education and Training

Purpose: To provide evidence that you have a relevant educational background and training for the job.

_____ Make sure you only include qualifications that are relevant to the role – and reader

_____ Have you listed your most recent qualification first?

_____ Have you included the dates of your graduations?

_____ Have you included the institution, training company or course provider

_____ If the qualification was gained overseas, have you listed a local equivalent?

Resume Top Tips

- ✓ Make sure your resume is **easy to read**. Use a font that is clear and concise e.g. Arial

- ✓ Use MS Word to build your resume but convert it to a **PDF before sending**.

- ✓ **Do not use a template** as they may not be compatible with the employer's online systems (and they are notoriously difficult to edit).

- ✓ Keep it to **two pages if possible** – the resume is just a tool to make the phone ring.

- ✓ **Be consistent** with fonts, indentations, margins, spacing and capitalisation.

- ✓ Make sure you **proofread** it and then ask someone else to proofread it. **Mistakes are UNACCEPTABLE**.

- ✓ Do not include a photo (unless requested).

- ✓ Make sure your **email address** is professional and not offensive.

- ✓ Make sure you **have a relevant document file name for the attachment** (i.e. use the company name for the position you are applying for e.g. John Smith resume Cadbury, or JohnSmithMONTHYEAR

- ✓ Make sure your resume **is tailored for each and every position** you apply for there is no "one size fits all".

- ✓ Don't write in the first person – **avoid using me, I, you**, etc.

- ✓ **Keep track** of who you have sent your resume to.

- ✓ **Referees** should always be "Available on request", unless you asked to include them with your application.