

Resume Check List

Format

- ☐ Correct spacing
 - Single line spacing within sections
 - Double space between sections
- ☐ Preferred length of the resume is one page (it should not be more than two pages)
- ☐ Easy to read with bold section headers (underlining or italics where appropriate)
- ☐ Font is easy to read (10 – 12 pt font), such as Calibri or Arial
- ☐ Most relevant information is at the top of the page
- ☐ Do not use personal pronouns (I-me-my)
- ☐ Professional statement included (optional; if used, this should be the first section on the resume)
- ☐ References are listed on a separate page (they are not listed on the resume)

Your Contact Information (Header)

- ☐ Name stands out (bold and/or bigger than rest of text)
- ☐ Include your address (city, state, zip code)
- ☐ List your telephone number and email

Summary of Qualifications/Highlights/Skills Section

- ☐ Highlights the key tasks/skills needed by the employer (tailor your resume to the job description)
- ☐ Focuses on what you can do to benefit the employer. Why should they hire you? Why are you qualified for the job?
- ☐ Demonstrates that you have appropriate knowledge, competency, or expertise

Education

- ☐ Education is listed in reverse chronological order (current/most recent first)
- ☐ Southwest Wisconsin Technical College is spelled out; include where the college is located (city and state)
- ☐ Include the name of your program, degree, graduation date,
- ☐ Optional to include: relevant coursework, projects, honors, GPA (if above 3.0)
- ☐ Do not include high school information unless relevant

Experience

- ☐ Experience is listed in reverse chronological order (current or most recent first)
- ☐ For each work experience, include the job title, employer with city/ST, and dates of employment
- ☐ Accomplishments listed under each job clearly support the job you are seeking
- ☐ The section explains how your past experience is related to the needs of the new job
- ☐ This section includes clinical experience, professional practice, internships, and other related experience, if applicable
- ☐ Write statements (not complete sentences) that start with a strong verb or adjective; be concise, direct, and, where possible, quantified

Grammar, Spelling & Punctuation

- ☐ Error-free spelling
- ☐ Error-free punctuation
- ☐ Error-free spacing
- ☐ Grammar is appropriate
- ☐ Proper verb tense