Resume Checklist

Congratulations, you have written your Resume, let's go over this checklist to make sure you have everything you need.

☐ Your Header, is it clear? Is your email address professional? Your name should be in large font size and other details smaller. Also include your current and permanent address, and phone number. Do not include birthday, gender, or marital status.

☐ Begin resume with Highlights section or a brief personal summary statement. Make sure the message is clear and concise, whether you use sentences or point form.

☐ Have you included specific key words from the job description into your resume?

☐ Are descriptions under each role listed as tasks or responsibilities? Start each description with a strong active verb and change tasks to Accomplishment Statements.

☐ Have you included a highlight of your achievements, that are either academic, memberships, volunteer, or activities you are involved with?

☐ Is your resume formatted so that there is consistent spacing and clear structure? There are a few different styles of resumes, make sure you use only one style.

☐ Is your resume in chronological format? If not, it may appear you are trying to hide something.

☐ Is font and font size consistent throughout your resume?

☐ Proofread! Have you asked someone to look over your resume? Consider someone at Tyndale or a close friend or family member with lots of resume writing experience.

We Recommend:

1. One person whom you trust that has gifts with the English language (i.e. grammar and spelling).
2. One person who is in the field that you are applying for as they know the terms and language that is helpful to use.

☐ Is your resume content consistent with your online presence: social media, cover letter, LinkedIn etc.?

☐ Do not include references in your resume or include the phrase, "References available upon request" as this is inferred. Do you have the required number of references? Make sure the Job Description did not request specific references.