
RESUME CHECKLIST

NUTS AND BOLTS

- Are fonts used consistently throughout? (No more than 2 fonts per document).
- Are point sizes used consistently throughout? (No less than 11 pt., 12 pt preferred).
- Is your chosen punctuation style used consistently? (N dashes, M dashes, hyphens, slashes)
- Are dates formatted consistently? (Numbers vs words, slashes, N dashes)
- Is your use of bold fonts, italics and underlining consistent?
- Is the spacing between lines consistent? Are tabs and indenting consistent?
- Is there at least a one-inch margin on the sides and bottom?
- Are any included hyperlinks working?
- If using colors in your design, will they print well in black & white?

CONTENT

- Are you happy / comfortable with your summary? When you speak it out loud does it describe you and your skills?
- Is your position described? (Not just your title). Would it make sense to anyone who read your resume?
- Is the company / organization described briefly? If not, is its purpose contained in its name?
- Is the company's city, state (U.S.) or country formatted and used consistently?
- Is your experience explained in concrete detail, with metrics when possible?
- Are all acronyms either spelled out or replaced with simple descriptor when appropriate?
- Have you done a sweep for unnecessary and/or fuzzy words or descriptions? Does everything on your resume make sense to ANYONE reading it?

DO's

- Include your phone number, professional-sounding email address (not from school), and LinkedIn page address (with working link) in the header
- Have someone you trust proofread the document before sending it anywhere. Someone you REALLY trust.
- Convert the document to PDF.
- Create a spreadsheet listing your applications, dates, actions (interviews, rejections, etc).
- Save a copy of the resume/CV on your laptop with the name of the target company and date you applied in the file name: "LACounty_2.18." Do this for each position you apply for.

DON'Ts

- Embed your name, contact info, etc., in a header. It can cause problems for the scanning software companies use.
- Include your GPA on your document. You're not a student anymore.
- Include anything from undergrad, unless you cured cancer or something.
- Include hobbies, photos or "references available upon request." Because of course they are.
- Include your street address under any circumstances, and only provide city, state, country IF you're limiting your searching to local companies.