



Resume Checklist

AESTHETICS & LAYOUT

- Do your name and contact details stand out clearly? ☐
- Is your resume an appropriate length? ☐
(Max 2 pages for a Casual/Part-Time Job; Max 3 pages for a Graduate/Professional Position)
- Have you customised your resume by using headings and/or colour? ☐
- Have you used a font type and size that's easy to read and included white space so your document doesn't appear cluttered? ☐
- Ask a trusted contact for their first impression – does it appear professional? ☐

CONTENT & STRUCTURE

- Have you tailored your resume for the employer/role you're applying for? ☐
- Is your objective clear? i.e. Does all included information support the fact that you are 'right for the job?' ☐
- Have you selected headings that represent your information in the strongest way possible? ☐
- Does your most relevant information appear first? ☐
- Have you included responsibilities and achievements that reflect your strengths? ☐
- Have you used clear evidence and results to support your claims? ☐
- Have you removed irrelevant details? For example, date of birth; hobbies or work experience that don't offer value for the particular job you're applying for. ☐

GRAMMAR & FORMATTING

- Have you triple checked for spelling and grammar errors? ☐
- Have you asked a trusted friend to check for spelling and grammar errors? ☐
- Have you used the most professional language choices possible? ☐
- Have you used 'bold' or 'italics' to draw the eye to important features? ☐
- Have you replaced or explained any acronyms? ☐
- Have you kept any paragraphs to a maximum of four lines? ☐
- Have you used bullet points where possible to break up text? ☐
- Have you used hidden tables to keep information organised? ☐
- Is your formatting consistent? ☐

FINALLY...

- Have you followed any specific instructions provided to you by the employer? ☐
- Have you double checked the contact details you are sending your resume to? ☐
- Is the information you're presenting in your resume consistent with the information in your Cover Letter and Selection Criteria (without being overly repetitive)? ☐