



Checklist for Evaluating Your Resume

INITIAL APPEARANCE

Hold your resume at arm's length and see how it looks.

- Is the page too busy with different type styles, sizes, lines, or boxes?
- Is the information spaced well, not crowded on the page?
- Is there too much "white space"?
- Is important information quick and easy to find?

CONTENT

- Name is at the top of the page: highlighted by slightly larger type size, bolding, and/or underlining
- Address and phone number(s) are complete and correct, with zip and area codes, and are well-placed in relation to name
- All entries highlight a capability or accomplishment
- Descriptions use active verbs, and verb tense is consistent; current job is in present tense; past jobs are in past tense
- Repetition of words or phrases is kept to a minimum
- Capitalization, punctuation, and date formats are consistent
- There are NO typos or spelling errors

ORGANIZATION

- Your best assets, whether education, experience, or skills, are listed first
- The page can be easily reviewed: categories are clear, text is indented
- The dates of employment are easy to find and consistently formatted
- Your name is printed at the top of *each* page

FORMAT/DESIGN

- No more than two typestyles appear; typestyles are conservative
- Bolding, italics, and capitalization are used consistently and in support of the information structure
- Margins and line spacing keep the page from looking too crowded
- Printing is on one side of the sheet only, on high-quality bond—white or off-white (i.e. beige or ivory)

- The reproduction is good, with no blurring, stray marks, or faint letters
- The *right* side of the page is in “ragged” format, **not** right-justified. Right justification creates awkward white spaces

SOURCE: The Center for Communication Practices at Rensselaer Polytechnic Institute, Troy, New York.