

CAREER AND EMPLOYMENT SERVICES RESUME CHECKLIST

Your resume should tell your potential employer who you are, how you can be contacted, and what you've accomplished to this point. It should showcase your academic credentials, accomplishments, and skills. If yours checks all the following boxes, you're off to a great start. (Note that all headings are guidelines. The number and titles of headings on your personal resume will vary.)

Appearance:

- ☐ Appears professional (clean, easy to read) and constitutes a strong first impression
- ☐ Keeps all formats and syntaxes consistent throughout (headers, spacing, fonts, bullets, punctuation)
- ☐ Uses standard, easy-to-read typeface in size 10 to 12 with emphasized headers
- ☐ Does not exceed two pages in length and includes name and page number on second page
- ☐ Proceeds in appropriate order (i.e.: Profile of Skills, Education, Experience, Activities)

Language:

- ☐ Avoids all spelling and grammar errors
- ☐ Uses industry-specific language appropriately
- ☐ Employs appropriate verb tenses (i.e. past tense for past experiences)
- ☐ Uses action words (i.e. verbs) and phrases to effectively describe accomplishments
- ☐ Is written in clear, concise, and consistent language that reads as sophisticated and professional

Header:

- ☐ Emphasizes your name by using the largest typeface anywhere on the resume
- ☐ Includes accurate, appropriate address, phone number, email, and LinkedIn URL (if you have one)

Profile of Skills/Related Skills/Technical Skills (or similar):

- ☐ Highlights your most marketable attributes; does not focus on common or vague skill sets
- ☐ Is industry/job specific and uses carefully chosen language to reflect the job posting
- ☐ Is outlined in bulleted format (up to six bullets)

Education:

- ☐ Indicates dates and outlines education in reverse chronological order
- ☐ Spells out accurate degree/diploma (i.e.: "Bachelor of Arts" instead of "BA")
- ☐ Indicates institution names and locations for all certificates
- ☐ Includes, if applicable, minors, concentrations, awards, and (strong) GPA as bullet points
- ☐ Does not include high school information (after third year)

Experience (e.g. Professional, Volunteer, or other):

- ☐ Indicates dates and experiences in reverse chronological order
- ☐ Includes, for each experience, appropriate job title, organization name, city, and province or country
- ☐ Uses bulleted format to outline description of experiences
- ☐ Uses appropriate action word phrases
- ☐ Describes accomplishments and related attributes with a focus on industry-specific skills
- ☐ Includes only current or recent experiences



Activities and Accomplishments:

- ☐ Includes only activities and accomplishments that are related/relevant to your degree or career
- ☐ Is organized in reverse chronological order and includes dates, titles, organization names, and locations

References, etc.:

- ☐ Indicates “References Available Upon Request” (be sure to bring a list of three to five professional/academic references with you to the interview)
- ☐ (If applicable) Indicates “References Attached” and includes them on a new page with your header
- ☐ (If applicable) Includes “Portfolio Available Upon Request” and/or “Transcripts Available Upon Request”

Co-op, Career and Employment Services: www.uwindsor.ca/cces | mySuccess: success.uwindsor.ca



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CAREER AND EMPLOYMENT SERVICES OFFERS A VARIETY OF RESOURCES TO HELP YOU LAUNCH YOUR CAREER:

Job searching • Career planning • Work experience • Career preparation workshops • Personal appointments • Resume critiques
Mock interviews • Interest testing and assessments • Job fair and networking opportunities • Volunteer Internship Program (VIP)



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