

# RESUME CHECKLIST

To assess the effectiveness of your resume, use this checklist to review your content and formatting.

Layout and Formatting	Yes	No
The resume is 1-page (preferred), 2-pages max		
The layout is attractive, with consistent formatting (bolding, underlining) and fonts		
Information is presented logically and is well organized		
There are NO spelling errors, typos, poor grammar, etc. on the resume		

Objective/Professional Summary	Yes	No
Job objective is clear (function, industry, location, etc.) and work-oriented		
Only RELATED knowledge, skills and experience are referenced		
Does not claim personal qualities (e.g. hard-working) without supporting evidence		

Education	Yes	No
Includes Alverno degree, indicating major, minor, and graduation date		
Presents other degrees, relevant training, and study abroad experience (as appropriate)		
Does not include high school information		
Includes only related, intermediate-level or higher course work		
Includes certifications and licenses (e.g. CPR, CNA, teaching, etc.), if applicable		

Experience (Employment, volunteer work, extracurricular activities, class projects)	Yes	No
Most relevant experiences are positioned high on the resume		
The resume does not present a list of tasks, but highlights a history of achievement		
Achievements presented are relevant, impressive and illustrative		
The resume presents CAR stories (as explained)		
Specific results (stats, percentages, etc.) are presented whenever possible		
Knowledge of the field is demonstrated through use of industry-specific terminology		
Unnecessary information (company address, supervisor's name, phone numbers, ZIP codes, references, etc.) is not included		

Awards and Recognition	Yes	No
Presents special awards (e.g. academic merit scholarship, student leadership award) and recognitions (e.g. tutor at faculty recommendation, student panelist at open houses)		