

## RESUME CHECKLIST

### ACTIVITY 9c

### APPEARANCE

- Is your resume visually appealing?
- Does it have white space?
- Is it error free?
- Is it short and well organised?
- Is it easy to read?
- Is the typeface and paper professional?

### CONTENT

#### ■ Headings:

- Name, address, telephone numbers?

#### ■ Education:

- Well stated?
- Have you eliminated all irrelevant information?

#### ■ Objective:

- Is it clear? Specific? Brief?
- Does it say; this is who I am and this is what I want to do?

#### ■ Summary:

- Does it support and emphasise your objective?
- Does it say; here is why I will be good at what I want to do next?

#### ■ Work Experience:

- Is the format consistent?
- It is logically organised?
- Are your skills visible?
- Are your achievements listed?

#### ■ Overall:

- What is the overall image created by your resume; dynamic, fast track?
- What kind of impression does it make in the first 15 to 20 seconds?
- Does everything support your objective?
- If you were responsible for filling the position, would you interview this person?