



Career Development Partners
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A CPI PARTNER

Resume Review Checklist

Use this worksheet as a guide for ensuring that your resume is complete. All of the information referred to below is explained in the **Resume** section of the Career Transition Manual.

GENERAL REVIEW:

- Is your resume clear, professional and easy to read?
- Does all the information support your career objective?
- Is the reader's eye drawn immediately to the most important information?
- Have you eliminated or minimized any distracting information?
- Is your resume a true marketing tool or just a listing of your experience?
- Have you eliminated personal pronouns (I, me, my...)?
- Is past information expressed in past tense?
- Have you used white space effectively to make information easy to find?
- Is the length of your resume appropriate to your experience (generally 2 pages or less)?
- Is your font consistent throughout the entire resume?
- Have you checked and rechecked spelling, punctuation, wording and accuracy?
- Have you ensured that your resume is scannable?
- Is your paper color neutral (white, crème, light beige, light gray)?

HEADER:

Does your header include the following information?

- Name
- Address
- Phone number
- Email address
- LinkedIn URL (if you have created a profile)

SUMMARY:

Does your summary contain the 4 following elements?

- Functional title and level?
- Functional areas of expertise?
- Strengths, experience and attributes?
- Impact / contribution?
- Are your summary elements (qualifications) what employers are currently seeking for the type of position you are targeting (Did you do your market research? Analyze current job postings/descriptions?)

PROFESSIONAL EXPERIENCE:

- Have you listed your most recent experience first and then worked backwards?
- Did you indicate the total years with each company and specific years in each position if you held more than one position at a company?
- Have you detailed back 10-15 years? If you have detailed further back, does the additional experience make your case stronger?

Does your experience include the following?

- Company Name – Anytown, Anywhere
- Company Description (optional)
- Years only
- Job Title
- Job Scope
- Accomplishments

ACCOMPLISHMENTS:

- Is each accomplishment expressed in terms of ACTIONS and RESULTS?
- Is each element in your summary supported with at least one accomplishment?
- Did you provide, on average, at least one accomplishment per year of employment presented?
- Have you chosen strong action verbs and quantified your results?
- Are your accomplishments concise?

EDUCATION:

- Did you begin with your highest level of degree first?
- Have you included the University/College/Institution Name, Anytown, Anywhere?

PROFESSIONAL DEVELOPMENT:

Certifications, Licenses, Training

- Have you included any certifications, licenses or training that is relevant to your target position?

OPTIONAL SECTIONS:

Affiliations, Associations, Memberships, Volunteer/Military experience, Community activities, Awards

- Is each item relevant to your target position?