**Resumé Checklist**

As undergraduate students there are MANY reasons why your application may be rejected, from poor formatting to poor tailoring. The competition is fierce, and the expectations are high. The good news is that you can easily avoid several of those mistakes. Before you click “send”, make sure you check all the following boxes.

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| --- | --- | --- |
| **ASPECT** | **DOES YOUR CV MEET THE CRITERIA?** | **X /✔** |
| **FORMAT** |
| **General look and feel** | Is the page well filled without being overcrowded? |  |
| Are margins at least ½ inch on all sides? |  |
| Is your line spacing consistent throughout your resumé? |  |
| Are your alignments clean and consistent? (use TABS) |  |
| Are the periods of activity presented in a consistent manner? |  |
| **Section headings** | Are section headings easy to identify? |  |
| Do sections appear in order of relevance? |  |
| Is there enough information to justify the need for a heading? |  |
| **Font** | Are you using one font throughout your resumé? |  |
| Is the smallest font size easy to read (11 or 12)? |  |
| Are the font styles (bold, italics, or underline) used consistently, without distracting the readers? |  |
| Does the font size vary appropriately for headings and text? |  |
| **Spelling** | Have you checked the spelling for *every* official designation? |  |
| Have you used a spell-checking app, like Grammarly? |  |
| Did you proofread your resumé, including in printed form? |  |
| **Grammar** | Are all verbs in the right tense? |  |
| Are all sentences complete and grammatically sound? |  |
| **Typography** | Is capitalization used appropriately? |  |
| Is your resumé free of punctuation errors? |  |
| **CONTENT** |
| **Name and contact information** | Does your name appear in big, bold characters? |  |
| Did you include a LinkedIn address? |  |
| Did you include a *professional* email address? |  |
| **Tailoring** | Is your headline tailored based on the position/industry? |  |
| Is your Summary of Qualifications tailored based on the requirements listed in the posting? |  |
| Does your resumé contain the main keywords from the posting? |  |
| Do your bullet points appear in the relevant order based on the posting? |  |
| **Style** | Is your resumé free of unnecessary repetitions? |  |
| Is every sentence fluid and easy to read? |  |
| Is your resumé free of “I”s and “my”s? |  |
| Are your strengths easy to spot? |  |
| **Education entries** | Is your degree included and written out properly? |  |
| Is the institution name and location (city, province) listed? |  |
| Is the year of graduation specified? |  |
| Did you remove your high school diploma? |  |
| Did you include your academic achievements and distinctions? |  |
| **Other entries (management consulting, professional experience, community involvement, extracurricular activities)** | Does each entry include a job title? |  |
| Does each entry include the name of the organization? |  |
| Does each entry include the location of the organization (city/province)? |  |
| Does each entry include the dates (month/year) of experience? |  |
| Does the entry include 3-5 responsibilities, tasks, special projects, or accomplishments to describe the job? |  |
| Are the responsibilities formatted in a bulleted list? |  |
| Are numbers, data, dollar amounts, or percentages used to quantify job duties and results |  |
| **Bullet points** | Are your bullet points neatly aligned? |  |
| Are your bullet points short (one or two lines max.) and impactful (are the five first words of each the most important ones)? |  |
| Do your bullet points all start with a strong action verb? |  |
| Do your bullet points provide concrete examples of your accomplishments, skills, and qualifications? |  |
| **ATS optimization** | Did you use a plain font, like Garamond, Calibri, or Cambria? |  |
| Have you inserted keywords from the posting and/relevant to the industry? |  |
| Have you written out all acronyms? |  |
| Is your resumé free of tables, text boxes and other “fancy” formatting features? |  |