

RÉSUMÉ CHECKLIST



CONTENT

- All information is presented in a positive manner
- Information is rank-ordered from most important to least important
- Overview (profile section) includes areas of expertise and special skills
- Results of accomplishments are included and qualified when possible
- Personal items are congruent with goals and job experience

WRITING STYLE

- Written in the third person; no "I" statements
- Written in easily understood language (except where technical terms are required to explain specifics)
- No redundancy or repetition; every word counts
- Use of action verbs and power words wherever possible (e.g. developed, evaluated, implemented, managed, responsible for, in charge of...)
- Abbreviations and acronyms eliminated (e.g. instead of D.E.P. use Diplôme d'études professionnels)
- Articles are omitted ("a" "an" "the")
- Is grammar is correct? Check carefully (run a grammar check AND do a manual check).
- Use "show ¶" to check spacing – be consistent.

LENGTH

- One or two pages
- Ten years of employment as good rule of thumb

MISCELLANEOUS

- Use of format that puts your strongest "most marketable" points first
- All information is completely honest
- Picture NOT included
- Résumé is NOT in a binder or stapled
- References are NOT included in the résumé