

**Resume Checklist**

**Use this checklist to be sure employers will take notice of your resume and that it reflects your strengths and experience.**

**Format**

* Have I used a personalized format that is unique, with easy to find key contact information?
* Is my name clearly visible on every page?
* Is there enough white space?
* Does the order of headings reflect what is most important to the position?
* Is my formatting consistent?
* Will my resume stand out in the short time an employer will scan it (6-30 seconds)?

**Content**

* Have I considered the employer’s perspective?
* Have I shown the employer I can do the job?
* Do my bullet points include details about the quality and impact of my past work - the “So what?”
* Did I include telecommunication use, adaptability and other skills and examples that show I am a valuable hire in this post-Covid working world?

**Edit**

* Can I say the same thing with fewer words?
* Is it free of spelling and grammar errors?
* Have I asked someone to proofread it and offer feedback?