School of International and Public Affairs Office of Career Services

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Final Resume Checklist

Resume is an appropriate length The typefaces are clear and uniform in style and size by category Each section and sub-section is suitably separated from another (Education, Experience, etc.) There are no typographical or spelling errors Margins and spaces are uniform and appropriate Resume is in reverse chronological order Education is listed first while you are a student, unless there is justification for another format The Resume Content The resume is focused and relevant to the position Appropriate biographical information is included (this may vary based on country, sector, and organization) All language is specific, results-oriented, and active Verbs such as (but not limited to) researched, analyzed and liaised, are followed by examples Results have been quantified The resume includes industry-specific keywords Each experience is unique and non-repetitive of another Unfamiliar employers or education has been clarified when necessary Language abilities include level of proficiency Skills, interests, certifications, and activities are relevant to the position/maximize competitiveness for the position Before Sending The Resume Three others have reviewed the resume, including a native English speaker An insider of the field has reviewed the resume (if possible) The resume is in the format requested by the employer	The Resume Format
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