

FRANKLIN UNIVERSITY

Resume Checklist

Make sure your resume meets these criteria. Go through this checklist each time you update your resume.

1. **Visual Impact**
 - Looks like a professional document
 - Quality resume paper
 - Easy to scan
2. **Layout**
 - Is visually appealing
 - Is easy to read
 - Good margins and use of white space
 - Good use of text formatting options, i.e. **bold**, *italics* and underlining
3. **Length**
 - Could the resume tell the same story if it were shorter?
4. **Writing Style**
 - Clear and concise
 - Logical flow of information
 - Jargon/abbreviation kept to a minimum
 - Consistent style and form
5. **Action, achievement and results-oriented**
 - Use of action verbs
 - Results: increase in productivity/profit; reduction in manpower/cost; save time or money
6. **Specific and relevant**
 - Resume supports your career objective
7. **Complete and accurate**
 - No typographical or spelling errors
8. **The Bottom Line**
 - Does the resume arouse interest from the employer?
 - Does the resume get the applicant invited for an interview?