Resume Checklist

When putting together an effective resume, there are several things to consider.
Below is a checklist of the key elements to help make your resume stand out from the crowd!

Relevant Content

Content within the resume is tailored to the target position
(e.g. choice and headings of sections, relevant courses/projects, paid/unpaid experiences, etc.).
This can be achieved by using the Position Requirements Analysis Tool to examine the employer's
top priorities.

Showcases the skills, knowledge and personal attributes that are relevant to the position
(e.g. if the employer is looking for leadership skills, make sure that you have included
experiences and descriptions that demonstrate your leadership skills). If you choose to create a
summary or highlight of qualifications at the beginning of your resume, please review the tips in
our Summary of Qualifications worksheet

Places more emphasis on relevant experiences versus less relevant ones
(The number of bullets should vary depending on the relevance of the experience; you should
include bullets that demonstrate your capacity to meet the employer's needs)

Order the headings and bullets within each experience based on relevance
(Where possible, the most relevant sections should be in the first part of your resume; when
describing your experiences, order your bullets based on their importance to target position)

Outcome-Based Statements

Bullets begin with strong action verbs that highlight relevant skills
(Avoid using 'responsible for' to start your bullets)

Descriptions contain results or outcomes whenever possible, which can be quantitative or
qualitative (e.g. did you increase attendance, raise money, improve customer satisfaction, etc.)

Bullets are clear and concise but include enough detail to describe key skills and attributes (i.e. in
general keep bullets to 1-2 lines versus 3 lines and not longer than 3 lines)

Note: When writing outcome-based statements think of the following 3 components:
what did you do + how did you do it + results/outcomes (add quantifiers such as #, % $ if you can).

The Career Centre's Accomplishment Statements worksheet can assist you with writing it.

Format & Overall Presentation

Not more than two pages with appropriate white space and margins

Contains all the key sections that an employer would be interested in seeing
(e.g. education, relevant experience both paid and unpaid, extracurricular activities, interests, etc.)

Each section is in reverse chronological order (i.e. most recent first according to end date)

Overall appearance is professional and easy to read (e.g. font, use of bullets, consistency, etc.)

Formatting is consistent throughout ensuring that the formatting will work with Applicant
Tracking System

Free of typos, spelling errors and grammar mistakes – proofread and proofread again!