Creative S T U D I O

RESUME CHECKLIST

*The checklist below will ensure that your resume is perfect and ready to be sent off.*

# CONTENT CHECKLIST

Make sure your contact information is easily locatable.

✔

Include a professional email address (not one from high school).

✔

List your content in a way that is straightforward, clear, and easy to locate.

✔

Do not use a lot of bullet points for older work experiences or jobs.

Create catchy bullet points by starting them off with an action verb.

Bullet points are meant to share accomplishments, as well as duties.

List your work experience in a way that is quantifiable and accurate.

Use keywords throughout your resume.

Incorporate all relevant education.

Tailor the skills section to fit with the requested requirements in the job listing.

Include a combination of soft and hard skills throughout your resume.

If you desire and have the space, include additional information that is relevant.

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# FORMATTING CHECKLIST

Use a simple, professional font that is 9-12 points in size.

Let your formatting be consistent throughout. This includes bullet points and headers.

Do not include acronyms or abbreviations that do not have transcriptions.

Remember that formatting your date will either look like MM/YYYY or Month YYYY.

Do not use additional spacing between keywords that are more than one word.

# FINAL TOUCHES

Make sure your resume is edited for grammar and spelling.

Give your resume to a trusted friend, family member, or mentor for them to review.

Do not include acronyms or abbreviations that do not have transcriptions.

Save your resume in the PDF format unless otherwise requested: Name-Job-Title- Resume.pdf or Name\_Job\_Title\_Resume.pdf.