RESUME CHECKLIST

Does Your Resume Pass the 6 Second Test?

They say that recruiters only look at your resume for an average of **6 seconds**. To help your resume pass the glace-test, make sure it meets all of the following points listed below.

First Impression
- ❏ Looks professional and clean
- ❏ Looks original and not based off of a template
- ❏ Inviting to read, with clear sections and ample white space
- ❏ Includes a qualifications or highlights section at the beginning

Appearance
- ❏ Visually appealing and polished looking
- ❏ Bullets, bolding, capitalizations and lines guide readers' eyes and highlights important content
- ❏ Margins, spacing and font sizes are consistent
- ❏ Font sizes are easy to read and are not too big or too small
- ❏ Balance between text and white space
- ❏ Second and subsequent pages include the page number and a header with your name and contact information

Sections
- ❏ All sections are clearly labeled
- ❏ Sections are arranged to highlight your strongest credentials
- ❏ Work history is listed with your most recent experiences

Content
- ❏ Includes your career achievements
- ❏ Quantifies and highlights your success using numbers #, percentages % and dollar amounts $
- ❏ Describes your abilities using concise bullet points
- ❏ Includes examples to further clarify or explain points
- ❏ Each description begins with strong and varied action verbs

Relevance
- ❏ Information included is relevant to the position
- ❏ Key-word-rich, packed with appropriate buzzwords and industry vocabulary
- ❏ Applicable information such as awards and related affiliations are included

Writing
- ❏ Implies first-person voice with personal pronouns but avoids the use of "I, me and my"
- ❏ Content flows logically and is easy to understand
- ❏ Has no typos or spelling mistakes and is grammatically correct
- ❏ Past or present tense is consistently used