This checklist was created to help you create a resume in a style which employers find most appealing and helpful in identifying candidates’ skills and experience. Following this checklist will also increase the likelihood of your resume being approved by the UACDC when submitted to EagleCareers.experience.com.

Resume Checklist

* Heading:
* Is your name, Address, Phone number and/or email at the top of the first page?
* If the resume is two pages, is your name located on subsequent pages?
* Did you avoid using personal information? (birth date, picture of yourself, etc.)
* Objective:
  + Does your objective state what type of a job you are seeking?
  + If an objective is used, does it appear under your identification information?
  + If an objective is not used, have you used an effective profile selection?
* Overall Appearance:
  + Does your resume look professional and is it easy to read?
  + Have you used correct spelling, grammar, and punctuation?
* Layout:
  + Do your key points stand out to the reader (most relevant first)?
  + Is your resume uncluttered?
  + Are your margins set appropriately?.
* Organization:
  + Is your resume focused on your skills, qualifications, and accomplishments?
  + Is your format consistent throughout your resume?
* Action Oriented:
  + Do your sentences begin with positive action verbs?
* Concise:
  + Do you use short, clear statements/phrases?
  + Did you list your accomplishments and sell yourself in a professional manner?
* Relevance:
  + Did you focus on specific information about your experience?
  + Did you provide facts and avoid general statements?
* Non-controversial:
  + Does your resume raise more questions than it answers?
  + Did you avoid using activities or statements that reflect your individual values?
* Bottom Line:
  + How well did you present your skills for obtaining an interview?



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