Resume Writing Checklist

Your resume should be job and employer specific. Use the following checklist to ensure yours stands out from the crowd.

# Format

Don’t use more than two 8½ × 11” or A4 pages, except for those in exceptionally high-level positions where resumes might be up to four pages.

Maintain plenty of white space. Avoid long paragraphs of text.

Use bullet points for ease of reading.

Select a clear, easy to read font.

Be consistent with text alignment.

Use bold or italic to draw the reader’s eye to key points.

Use a pre-formatted [resume template](https://templates.office.com/en-us/Resumes-and-Cover-Letters) in Microsoft Word.

# Style and structure

Depending on the job you’re applying for, the style can be formal or slightly less so. However, the wording should remain 100% professional.

Use high impact, positive words to make for compelling reading.

A good resume should flow in logical order: contact details, summary statement, experience starting with your most recent job, education and training.

# Contact details

Include your phone number, email address, and LinkedIn profile. Ensure your email address is professional.

# Summary statement

The summary statement is your sales pitch. State why you should be selected for this particular role, with a clear match of your skills to the role applied for.

# Education and training

(If you are a student, place this section before your employment history.)

List your education and training in reverse chronological order.

Include all formal education post-high school.

Detail all certificates, qualifications, and additional education.

# Experience

List your experience/employment history in reverse chronological order. (Newest to Oldest)

Highlight key responsibilities and accomplishments.

Back up your achievements with figures, percentages, and data where possible.

# Keywords

Many employers use computerized systems to sift through resumes during the initial application stage. Include industry/company/job relevant keywords and phrases to ensure yours passes these tracking systems to move onto the next stage. Learn how with [Resume Assistant](https://support.office.com/en-us/article/write-your-best-resume-in-word-with-help-from-linkedin-in-resume-assistant-444ff6f0-ef74-4a9c-9091-ffd7a9d1917a?ui=en-US&rs=en-US&ad=US).

# Proof read

Spell and grammar checks are essential. Get a few other people to read over your resume to be 100% sure everything is correct.