

WATERLOO | CENTRE FOR CAREER ACTION

Résumé Checklist

Not everything on this checklist will be relevant to you. Use what is applicable to your situation.

Overall

Analyse. Have you analysed the type of job you're applying for and what would make someone a good candidate? Have you analysed how *you* fit with this type of work? For ideas on what employers are looking for, consult the Career Development eManual guide on the Centre for Career Action site:

cdm.uwaterloo.ca > Marketing Yourself > Resume > What do employers want?

Design. Have you designed a document that showcases how you could contribute to that type of work through your skills, characteristics, and attitude?

Test and refine. Have you shown your document to someone who can provide feedback on whether you're making the right impression and highlighting your strengths?

Format

Is your résumé making a positive first impression within 10 seconds? Is it visually appealing and easy to read? The standard is to set your margins at one inch on all sides to create a well-balanced design; tighten the margins if necessary but avoid losing too much white space.

Did you select a font type and size that is professional? (e.g. Times New Roman, Calibri, Bookman Old Style in 11-12 point size)

Are you consistent throughout your résumé? Ensure that font (size, style and type), spacing, bullets, highlighting techniques, date format, and capitalization are the same.

Have you ordered your sections and bullet points by relevance to the type of job you are applying to? Remember: you don't have to follow the structure of the templates. Use a structure/format that highlights your most relevant sections in the most effective way (e.g. if your projects and assignments showcase your skills/characteristics/achievements more than does your work/volunteer experience, then put these first).

Contact

Are you easily reached using the phone number provided and do you have a professional voicemail message? Is your email address professional?

Do you have a professional online portfolio or LinkedIn profile? If so, consider adding these links in this section.

For co-op students: did you remember to state your academic level, plan name, and student number? CECA staff will sometimes use this information to contact you later in the term.

WATERLOO | CENTRE FOR CAREER ACTION

Summary of Qualifications

Is this section found toward the top of the résumé so the employer can quickly find it? (i.e., below contact information)

Have you provided clear and accurate statements which collectively summarize your key strengths and achievements in relation to the type of work you are applying for?

Are you elaborating on at least one point to show how it was developed, demonstrated and/or proven?

Are you including industry key words and/or some words directly from the job advertisement?

Did you provide evidence of the skills/qualifications/achievements highlighted in this section throughout the rest of the résumé?

Work/Volunteer Experience (grouped together or in separate sections)

Did you include the title of the position you held, the name of the organization, the location of the organization and the dates you worked/volunteered there? Are your experiences listed in reverse chronological order?

Did you begin each bullet point with a verb that clearly communicates what you did or achieved (e.g., co-designed, organized, or collaborated)? See the “list of action verbs” in the eManual guide:

cdm.uwaterloo.ca > Marketing Yourself > Résumés

Did you include relevant duties and skills demonstrated and developed on the job that are relevant to the type of job you want?

Do your bullet points describe what you did **plus** how you did it and/or the result?

Are your bullet points ordered by relevance?

Projects/Assignments

Projects/Assignments done through high school/university can be listed under “Education” or can be in a separate section of the résumé. Do your projects/assignments demonstrate that you have skills/characteristics/achievements relevant to the types of job you are applying to? If so, you may want to create a section for projects/assignments separate from “Education”.

Did you apply the above “Work/Volunteer Experience” checklist to your “Projects/Assignments” section?

If applicable, did you include relevant projects/assignments from high school?

Education

Did you double-check the accuracy of these details? Is your degree name listed in full? (Be clear because at another school a B.A.Sc could be an Applied Science degree in Nutrition)

If including high school, is your diploma name listed in full (e.g., Ontario Secondary School Diploma)?

Did you include academic courses that relate to the job you’re applying for? (If applicable, may include relevant high school courses.)

WATERLOO | CENTRE FOR CAREER ACTION

Other Sections

Have you considered including other sections to showcase your relevant skills, characteristics, or achievements such as: Professional Memberships, Awards & Scholarships, Certifications, or Academic Competitions?

Have you included an “Activities and Interests” section? This section can be an opportunity to further show that you have the characteristics of a good employee, such as: trustworthiness, reliability, interest in your field, or a positive attitude.

Have you followed a consistent layout design throughout your résumé? For ideas, consult the résumé writing eManual guide: cdm.uwaterloo.ca > Marketing Yourself > Résumés.

Spelling and Grammar

Have you had someone proofread your résumé to ensure that it is free of spelling and grammar errors?