

RESUME CHECKLIST

OBJECTIVE	YES	NO
Is there a clear reason for each piece of information?		
Has the information been tailored to a targeted position or industry?		
WORD CHOICE	YES	NO
Are strong action verbs used?		
Are inappropriate words and abbreviations avoided?		
Is professional and industry specific language used?		
MECHANICS	YES	NO
Are there any errors in spelling, grammar or punctuation?		
Is the right tense used (past jobs=past tense)?		
Are there any typographical errors?		
Are they consistent in capitalization?		
ORDER OF INFORMATION	YES	NO
Does the most important information come first?		
Is the organization logical and clear?		
COMPLETENESS	YES	NO
Are major qualifications and strengths emphasized and easy to identify?		
Is each area concise yet complete?		
Are the city, state, title and dates of each position listed?		
Is the degree listed in a standard format?		
LAYOUT	YES	NO
Is the resume appealing and easy to scan?		
Does it follow the Eller MBA template?		
Does it use white space, indentation, underlining, capitals, and spacing effectively?		
Does it have a professional look?		
CONSISTENCY	YES	NO
Are layout features (headings, spacing, typeface, and ink) handled consistently throughout?		
Is the wording consistent throughout?		

