**Resume Writing Checklist**

# 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.

# 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. Match 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 chronological order.

Include all formal education after high school.

Detail all certificates, qualifications, and additional education.

# Experience

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.

# 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.