

Resume Checklist

GENERAL GUIDELINES FOR RESUMES



NAME:

Your name should be in bold and font size 14 to 18 (pleasing to the eye).



CONTACT INFO:

Address (optional) change it for city and province, to avoid full address, phone, email and LinkedIn URL. Should be the same size font as body of resume (pleasing to the eye i.e. top of your page and centered).



EMAIL:

Should be professional – e.g. amberloi@georgebrown.ca



HEADINGS:

The headings in the resume body should be consistent. Can be bold and/or capitalized.



OBJECTIVE OR HEADLINE:

For a specific job, you can use an OBJECTIVE. If looking for an opportunity you do not know exists use a HEADLINE or for best results use a combination of them (ask Career Services if unsure example resume includes a combination of an objective and headline).



HIGHLIGHTS OF QUALIFICATIONS / PROFILE / SUMMARY:

Should consist of 4-6 bullet points including experience, training, technical and transferable skills and relevant information. Avoid text heavy paragraphs and take advantage of bullet lists.



EDUCATION:

Should be listed in reverse chronological order (most recent first) Include year of graduation or expected date.



EXPERIENCE:

Includes accomplishments as well as job duties and should be listed in reverse chronological order (most recent first); include volunteer work as well as paid experience. Use present tense verbs for current jobs and past tense verbs for past experiences.

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EMPHASIZE RESULTS:

Use numbers, percentages, dollars, etc. to quantify and focus on employer's needs (see Accomplishment Statements handout).



READABILITY:

Avoid the use of too much technical information, jargon, acronyms or abbreviations.



FONT:

Use standard fonts like Arial, Calibri or Times New Roman. If you must use a less common font, save the document as a PDF. The minimum font size should be 10 point.



LENGTH:

Resume should be either 1 or 2 pages in length (should not have large empty space).



DO NOT INCLUDE:

Personal information (age, marital status, religion, disability, photographs).



REFERENCES:

Do not include references (unless required by the employer); references should be on a separate document.



100% ERROR-FREE:

(Make an appointment with Career Services to review and proofread your resume).



APPLICANT TRACKING SYSTEM:

Make sure your resume is good for ATS (check with Career Services).