

## RESUME CHECKLIST

**HEADING**

Name, address, phone number, email, e-portfolio (if applicable) and LinkedIn URL (if applicable)

- Your name in bold and font size 14 to 18
- Address, phone number, email and URL's same size and font as body of resume
- Your email address is professional – example John.Smith@live.ca

 **SECTION HEADINGS**

Bold and/or capitalized; consistent throughout the resume; choose only up to 2 highlight elements – bold, underline, italicize

 **HIGHLIGHTS OF QUALIFICATIONS**

4 – 6 bullet points which *summarize* experience, training, technical and transferable skills and relevant information that give a well-rounded snapshot of you and your ability to do the job

 **SKILLS**

Listed in order of importance - soft and technical skills and abilities that you bring to that particular job

 **EDUCATION**

Listed in reverse chronological order (most recent first) - certificate, diploma, degree, or post graduate program

 **ADDITIONAL TRAINING**

Relevant training and/or certifications are listed in reverse chronological order (most recent first)

 **EXPERIENCE**

Jobs/positions listed in reverse chronological order (most recent first); listed under the appropriate sections such as Work, Applied Project, Placement, and/or Volunteer; includes accomplishments as well as job functions

**READABILITY**

- Your resume markets your experiences, skills and education and is targeted to the employer's needs
- Avoid the use of jargon, acronyms or abbreviations
- Resume is converted to PDF format to send to employers

 **FONT**

Use standard fonts such as Arial or Times New Roman and 10 to 12 pt in size

 **MARGINS**

Approximately 2.5 cm / 1 inch – top, bottom, left and right

 **LENGTH**

1 or 2 pages (maximum 2)

 **DO NOT INCLUDE**

Personal information such as age, marital status, SIN, date of birth, religion, disability, family connections or photographs

 **REFERENCES**

On a separate sheet with the same heading used for the resume ready to take to an interview; occasionally an employer will ask that these be submitted with the resume

 **100% ERROR FREE**

Spelling is still the number one reason your resume will be disregarded  
Do not inflate or embellish any of the details, always be truthful