

***RESUME CHECKLIST***

Before you attend your individual appointment, take the time to go through this checklist. Place a tick against all the statements where you feel your resume is sufficient. Where you have not checked the box, review what you are trying to focus on and discuss with the coordinator if needed.

Address	<input type="checkbox"/>
Phone	<input type="checkbox"/>
Email	<input type="checkbox"/>
Education – Most recent course first, include year graduated, name of institution, name of course studied, details of coursework.	<input type="checkbox"/>
Work History – Most recent job first, name of employer, position title, month and year started and finished, position responsibilities.	<input type="checkbox"/>
Skills brief relating to the job position and examples where these skills were used.	<input type="checkbox"/>
Achievements/Awards	<input type="checkbox"/>
Interests	<input type="checkbox"/>
Professional Memberships	<input type="checkbox"/>
Referees. If providing names of referees, include name, company, position and contact details.	<input type="checkbox"/>
Proof Read Resume. Is spelling and grammar correct? Don't rely on spell check.	<input type="checkbox"/>
Resume is easy to read	<input type="checkbox"/>
Resume is brief and to the point. No long paragraphs. Maximum of 4 pages.	<input type="checkbox"/>
Dot points used	<input type="checkbox"/>
Action words used	<input type="checkbox"/>
Information is honest	<input type="checkbox"/>
Printed on white paper	<input type="checkbox"/>
One staple in the top left hand corner	<input type="checkbox"/>
12 point Arial or Times New Roman font	<input type="checkbox"/>
Does it look professional?	<input type="checkbox"/>
Headings and sub headings stand out (in bold or italics)	<input type="checkbox"/>