



RESUME CHECKLIST

FORMATTING & REVIEW

- Length** – your resume should be 1-2 pages in length. A clear and concise 1 page resume is ideal for early career professionals.
- Margins** – white space is important. 1-inch margins on all sides (top, bottom, left, right) is recommended. Avoid margins smaller than 0.5 inches.
- Spacing** – ensure that there is adequate space between sections to prevent your document from being too dense.
- Font style and size** – use a 10 – 12 pt font for your section headers and body text. Your name can be a bit larger (14 – 18 pt). Classic fonts (i.e., Calibri, Arial, Georgia, Times New Roman, Garamond) are preferable. Maintain a consistent approach throughout.
- Bullet style** – should be simple (i.e., circles or boxes) and consistent. Ensure that all bullet points are in alignment.
- Dates** – ensure all dates maintain consistent formatting and alignment throughout.
- Emphasis** (bold, italic, underline, uppercase) – should be used strategically and consistently to help organize your sections and draw attention to essential information. Note that overuse of emphasis can be distracting to the reader.
- Reference the Posting** – review the job posting and your resume side-by-side to ensure you have strategically demonstrated the ways in which you meet the qualifications of the position. **Have you made the effort to integrate key words from the job posting or occupation to demonstrate this?**
- Proofread** – ensure your document is free of grammatical, spelling and punctuation errors. Read your document slowly, line-by-line. Do not rely solely on spellcheck and have your resume reviewed by others.

CONTENT & ORGANIZATION

Reminder: Do not include first person pronouns (“I”).

- Contact Information** – clearly display your full name, city and province, email address, phone number (including area code) and LinkedIn URL at the top of your document.
- Summary Section** – ~3-5 bullet points that highlight your **key skills, experience and qualifications related to the position**. Alternate headings: Professional Summary, Summary of Qualifications, Highlights of Qualifications.



CONTENT & ORGANIZATION (CONT'D)

- Education Section** – include the **complete name of your credential**, educational institution, city and province, and year of graduation or expected graduation. Optional: GPA or honours, scholarships, recognition (Dean’s List).
- Resume Style** – determine whether a **chronological or functional** resume will best highlight your skills and experience for the position you are applying for.
 - Relevant Experience Section (Chronological)** – list experience (incl. paid work, unpaid placement, etc.) in reverse chronological order. Include **job title**, company name, city and province, and start-end date. Under each experience, organize bullet points outlining relevant skills, responsibilities and achievements. **Did you use the STAR strategy to formulate condensed bullet points that begin with a strong action verb?**
 - OR
 - Relevant Skills Section (Functional)** – consult the job posting and identify ~3 key skill categories. Under each category, organize bullet points that outline relevant/transferable skills and experiences. **Did you use the STAR strategy to formulate condensed bullet points that begin with a strong action verb?**
 - Work History Section (Functional)** – list work history including **job title**, company name, city and province, and start-end date.
- Additional Sections** – dependant on individual experience and profession. May include but not limited to: Additional Experience, Volunteer and Community Involvement, Certifications and Achievements, Memberships and Affiliations, Technical Skills, etc.
- References** – do not include references on your resume unless explicitly required as per the job posting. Organize your references on a separate page. It is not necessary to include “*References Available Upon Request*” at the end of your resume.

NOTES

Additional Resources - <https://www.stlawrencecollege.ca/services/career-services/supports-for-students>