



RESUME & COVER LETTER CHECKLIST

FORMATTING & REVIEW

- ☐ **Length** – Cover letters should not exceed 1 page. 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 and paragraphs to prevent your documents 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/cover letter 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/cover letter reviewed by others.

Notes:



RESUME

Reminder: Your resume should be 1-2 pages. 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.
- ☐ **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:



COVER LETTER

Reminder: Your letter should be 1 page in length, written in standard business format.

- ☐ **Contact Information** – include your full name, city and province, email address, phone number (including area code) and LinkedIn URL in the same format as your resume.
- ☐ **Date of Application** – include the date you submitted your application (i.e., January 5th, 2023).
- ☐ **Recipient Contact Information** – include the recipient's name, title, company name and complete address. This may require additional research.
- ☐ **Subject or Reference Line** – should include Job ID or Reference Number (if available) and position title. For example: 'RE: CAC-001 – Library Assistant – Cornwall.'
- ☐ **Salutation** – review the job posting and/or do additional research to confirm the recipient's name. If no recipient can be identified, include 'Dear Hiring Manager.'
- ☐ **Brief Introduction (Paragraph One)** – Introduce your resume and express enthusiasm for the position. Include position title and where you found the posting.
- ☐ **Concrete Examples (Paragraph Two)** – **Expand** (*not repeat*) on your resume and **explain how** you meet the requirements outlined in the job posting by providing **1 or 2 clear and concise examples with context**.
- ☐ **Courteous Closing (Paragraph Three)** – Restate interest in the position and company. Welcome the opportunity to share more about yourself at an interview and thank the employer for their consideration.
- ☐ **Closing Remark and Signature** – include a polite closing remark (i.e., 'Sincerely,'). Add your signature (digital or handwritten) followed by your name typed out in full.

Notes: