

## RÉSUMÉ WRITING

### Résumé Tips Checklist

**Table A - Visual Presentation/First Impressions Checklist**

Quality Checklist for Résumé	Good	Needs Work
Is there enough white space without it looking too sparse?		
Are all fonts (type and size) consistent, easy to read, and professional in appearance?		
Does the résumé have attractively designed contact information at the top?		
Does the résumé make good use of bolding, italics, and underlining? <i>Hint: Is the eye drawn to headings, job titles, relevant project titles and/or a few key skills or accomplishments?</i>		
Is the résumé free of spelling and grammar errors? (Circle any errors you see)		

**Table B - Impact Checklist**

Quality Checklist for Résumé	Good	Needs Work
Does the résumé highlight skills that are relevant for the type of work being sought?		
If included, does the résumé have an employer-centred objective, highlights or profile section that does not take up more than 1/4 of the page?		
Do all statements start with strong past tense action verbs indicating the specific role the person played instead of "Responsible for" or "Assisted with"? <i>E.g. Initiated; Promoted; Conceptualized; Transformed; Integrated; Critiqued; etc.</i>		
Are accomplishments described rather than just descriptions of job duties? <i>Hint: Do we know what results happened because he/she did a good job?</i>		
Are details provided that qualify uniquely how a person did a task? <i>E.g. Demonstrated ability to successfully build relationships with customers by greeting them warmly, listening carefully to clarify needs and recommending appropriate products.</i>		
Are details provided that quantify what was accomplished wherever possible? <i>E.g. Facilitated a dynamic 2 hour presentation for an audience of 150...</i>		

**Table C - Education Checklist**

Quality Checklist for Résumé	Good	Needs Work
Is the degree name, major, and year of expected graduation included along with the institution? <i>E.g. Bachelor of Arts Honours Degree, Psychology &amp; Sociology - Expected 2018 - York University, Toronto</i>		
Are relevant projects, assignments, lab work, research (e.g. thesis), and courses included along with descriptions of the relevant skills/knowledge gained/applied? <i>E.g. Related Research: The Effects of Construction on Stong Pond, Winter 2017</i> <ul style="list-style-type: none"> <li><i>Evaluated the impact of recent, widespread construction at York University on a small, manmade pond.</i></li> <li><i>Measured and compared water samples for clarity and contamination against data stored at the Toronto Regional Conversation Authority.</i></li> </ul>		

**Table D - Skills Checklist**

Quality Checklist for Résumé	Good	Needs Work
Are relevant "soft skills" highlighted throughout? (Personal qualities or skills transferable to a variety of situations) <i>E.g. patient, meticulous, attention to detail, teamwork, ability to build rapport, etc.</i>		
Are relevant "hard skills" highlighted throughout? (Skills or areas of knowledge you were taught that involve specific steps, procedures or expertise and are usually job-specific) <i>E.g. Auditing; Excel; knowledge of child development; phlebotomy; lesson design; etc.</i>		
If relevant, is there a 'Computer Skills' section or 'Other Technical Knowledge' section?		
If relevant, is there a 'Languages' section indicating fluency level in languages other than English?		

**Table E - Experience Checklist**

Quality Checklist for Résumé	Good	Needs Work
Has context been provided for when/where/how skills have been used?		
Are job titles, names of employers, cities and dates included? <i>Hint: Usually job titles should come first and be given most prominence (e.g. bolded) unless you feel that the companies you worked for are more relevant.</i> <i>E.g. <b>Promotions Coordinator</b>, Scholastic Canada 2016-2017</i>		
Are relevant unpaid positions (volunteer & extracurricular activities) included and is it clearly indicated that they were unpaid positions? <i>E.g. <b>Fundraiser</b>, Heart and Stroke Foundation (Volunteer) 2015-2016</i>		