

RESUME CHECKLIST

- ⌚ Are your name, address, home phone number, and cell phone number at the top of the resume?
- ⌚ Did you include your email address if you have one?
- ⌚ Does your objective start with “To ...”?
- ⌚ Did you include Snohomish High School, your class, and your GPA?
- ⌚ Did you include any special programs you have completed in the education section?
- ⌚ Are your computer skills listed, along with any other specialized skills you have acquired?
- ⌚ Is the first job you listed your current or most current position?
- ⌚ Did you include outside organizations as well as your extra-curricular school activities?
- ⌚ Do you have three former teachers or employers to use as references?
- ⌚ Did you contact your teachers or employers first to receive permission to use them as references on your resume?
- ⌚ Is your resume easy to read?
- ⌚ Did you avoid fancy fonts such as script or outline?
- ⌚ Did you bold, underline, or capitalize section headings?
- ⌚ Did you avoid acronyms such as SGA or FFA?
- ⌚ Did you double space between sections?
- ⌚ Did you single space within sections?

- ⌚ Do you have a one-inch margin on all four sides of the page?
- ⌚ Did you proofread for spelling or grammar mistakes?
- ⌚ Did you print your resume on white paper?
- ⌚ Is your printed copy neat and clean, not wrinkled, folded, smudged, or faint?

⌚ **IF YOU WERE AN EMPLOYER, WOULD YOU CONSIDER
SOMEONE FOR A JOB WHO PRESENTED THIS RESUME?**