RÉSUMÉ WRITING TIPS

FORMAT

- ☑ How does the visual appeal of the résumé measure up to the "6 second" test?
- ☑ If your résumé is two pages, is the most relevant information contained on the first page?
- ☑ Have you optimized the font style to allow for additional space without making the résumé look too dense?
- ☑ Have you included months and years in your date format?
- ☑ Are you being consistent with how you represent information such as date formats (full month or abbreviations, currency references, etc.)?
- ☑ Have you verified there are no grammatical, spelling, or other typographical errors by either using a proofreader or other on-line tools such as grammarly.com?
- ☑ Are your margins such that nothing "falls off" the page when converting to PDF?
- ☑ When printing your résumé, does the formatting stay intact?
- ☑ Did you include all of your pertinent contact information at the top of your résumé (and not in the header on the first page)?
- ☑ Are you using an appropriate email address that includes your name?
- ☑ Did you use common section headers (like Experience, Education) so that ATS systems can easily parse your information?
- ☑ Does the content of the résumé clearly identify your target position?
- ☑ Have you exceeded the expected and accepted three to five bullets per experience/job entry?
- ☑ Are your bullets highlighting accomplishments and written in the Situation – Action – Result (SAR) format?
- ☑ Do all of your bullets have accomplishments clearly spelled out in a quantifiable manner using percentages, ratios, dollars, etc.?
- ☑ If using relevant acronyms, have you spelled out the entire name first, followed by the acronym in parentheses?
- ☑ Did you tailor your résumé to the job description and use exact keyword matching in your accomplishment bullets?