



RESUME REVIEW CHECKLIST

Use this checklist to assist in developing or improving your resume.

	Yes	No	Unsure
<p><u>Format/Appearance</u> Is your resume visually appealing? Is it clean and easy to read? Is it one page in length?</p>			
<p><u>Resume Purpose/Focus</u> What is the purpose of your resume? <i>For Example: Seeking an internship/Full-time job search/Graduate school application</i></p>			
<p><u>Accomplishment Statements vs Task lists: Keywords and Action Words</u> Consider: Each bullet point should highlight knowledge and skills, be quantifiable, and show results. What skills and strengths is the employer seeking? Does your resume demonstrate these skills? What are your strengths and skills in relation to this position you're seeking?</p> <p><i>Examples:</i> <i>Coordinated 3 fundraising events for local domestic violence shelter, raising more than \$10,000, 15% over goal, and greatly improving community awareness</i></p> <p><i>Planned and coordinated meals and snacks for 30 children ages 6 – 12 in a summer learning enrichment program</i></p> <p>Top Skills that Employers Seek: Communication Skills Taking Initiative Teamwork Skills Interpersonal Skills Analytical Skills Detail-Oriented Flexibility/Adaptability</p>			
<p><u>Professionalism</u> Is your resume free of grammatical and spelling errors? Have you utilized spell-check? Has your resume been reviewed by a staff member at NIU Career Services?</p>			
<p><u>Content/Layout</u> Does your resume contain all the relevant information for the position you are applying for? Have you checked your resume against the position description? Did you use strong section headings? <i>Examples: "Education"/ "Leadership Experience"/ "Volunteer Experience"</i></p>			