A Better Resume — Resume Checklist

Contact Information
- Name (Is it formal?) (Are nicknames used where applicable?)
- Phone Number (Is this number always answered?)
- Email Address (Is it professional?)
- LinkedIn Profile (optional)
- Twitter Handle (optional)

Layout
- Be consistent: Are all elements placed similarly and in the same form?
- Use repetition: Format the same kind of information in the same way, so readers recognize consistent patterns.
- Ensure alignment: Line up text consciously at vertical axes; broadest categories are closest to the left-hand margin.
- Use white space and an organizing tool—too dense or too loose?
- Are the categories clear?
- Is the spacing uniform?
- Is it attractive?

Expression
- Write in the first person (without pronouns).
- Begin with action verbs.
- Use parallel structure.
- Write in full sentences (with the pronoun implied).
- Include keywords most often mentioned for desired positions.

Employment History
- Name of the organization
- Location
- Dates of employment
- Title
- Description
- Accomplishments

Education
- Institution(s)
- Studies/Degrees
- Dates
- Academic Accomplishments

Additional Categories (if applicable)
- Volunteer Experience
- Memberships/Affiliations
- Certifications
- Training/Conferences (If they relate.)
- Honors