Resume Checklist

Peterburg Public Library

Your resume should reflect the best you have to offer! It should look professional, organized, and free from errors. Your resume is often your “first impression” with the hiring staff, so put your best foot forward! Proofreading and finalizing your resume in this way will make you appear more organized, responsible, and thoughtful to the employer or hiring manager.

* **Check that your information is accurate.**

More than anything, your resume should accurately reflect you, your experience, and your qualifications. It never reflects well on an individual if it is discovered they gave inaccurate information on a resume! Double-check all your included information, especially these areas:

* Your contact information.
* Dates of your past work experience.
* Previous job titles and responsibilities.
* **Is your resume clear and organized?**

Your resume should be easy to read from an outside perspective. Consider the following:

* Would your resume be easy to understand for someone who has never met you?
* Is your resume organized in a logical way? Topics like Work Experience, Professional Skills, and Education should clearly be in their own sections.
* Check to ensure that you are not including any information that is not relevant to the hiring manager.
* **Have you included all the important and relevant information?**

When building out a resume, it can be common to forget relevant information that should be included. Double-check to confirm if you have listed the following information in particular:

* A professional email address and phone number, as well as your address, if included.
* Relevant work experience.
* Any relevant skills, certifications, and/or licenses that you have obtained.
* **Is your wording professional?**

Your wording should be clear and concise. Avoid using slang terms or casual phrases in your resume. Be formal with your wording and avoid using “fluff” in your writing.

* **Check your spelling, formatting, and grammar.**

Since this resume is your first impression, make sure that it is free from spelling, formatting, or grammatical errors! Consider the following questions:

* Is the text of your resume consistent? Stick to a consistent font and text style throughout your resume, unless changing the style for a heading.
* Is your writing in the same grammatical tense throughout the resume?
* Consider having a friend or family member read through your resume as well, in order to catch any mistakes you may have missed.