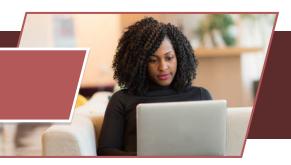
Resume Writing Checklist



Your resume should be job and employer specific. Use the following checklist to ensure yours stands out from the crowd.

F	ormat
	Don't use more than two $8\frac{1}{2} \times 11$ " or A4 pages, except for those in exceptionally high-level positions where resumes might be up to four pages.
	Maintain plenty of white space. Avoid long paragraphs of text.
	Use bullet points for ease of reading.
	Select a clear, easy to read font.
	Be consistent with text alignment.
	Use bold or italic to draw the reader's eye to key points.
	Use a pre-formatted <u>resume template</u> in Microsoft Word.
St	tyle and structure
	Depending on the job you're applying for, the style can be formal or slightly less so. However, the wording should remain 100% professional.
	Use high impact, positive words to make for compelling reading.
	A good resume should flow in logical order: contact details, summary statement, experience starting with your most recent job, education and training.
\boldsymbol{C}	ontact details
	Include your phone number, email address, and LinkedIn profile. Ensure your email address is professional.
Si	ummary statement
	The summary statement is your sales pitch. State why you should be selected for this particular role, with a clear match of your skills to the role applied for.
E	ducation and training
(If	you are a student, place this section before your employment history.)
	List your education and training in reverse chronological order.
	Include all formal education post-high school.
	Detail all certificates, qualifications, and additional education.
E.	xperience
	List your experience/employment history in reverse chronological order.
	Highlight key responsibilities and accomplishments.
П	Back up your achievements with figures percentages and data where possible

Keywords

☐ Many employers use computerized systems to sift through resumes during the initial application stage. Include industry/company/job relevant keywords and phrases to ensure yours passes these tracking systems to move onto the next stage. Learn how with Resume Assistant.

Proof read

 $\hfill \Box$ Spell and grammar checks are essential. Get a few other people to read over your resume to be 100% sure everything is correct.