

# RESUME REVIEW CHECKLIST

Presented by Wendy Enelow and Louise Kursmark

Master Resume Writers and Authors of *MODERNIZE YOUR RESUME: Get Noticed, Get Hired*

- Name and Contact Information: Clearly Visible at Top of Resume**  
*List 1 phone number; 1 (appropriate) email address; LinkedIn URL; city/state/zip or city/country if looking locally.*
- Headline and Summary: Instant Positioning and Branding for Student's Current Career Objective**  
*Avoid meaningless headings such as "Profile" or "Summary." Use top 2–4 lines to show who, what, and why. Two examples:*  

**NATIONAL SALES MANAGER — INTERNATIONAL BUSINESS DEVELOPMENT**  
Delivering Advanced Telecommunications Technologies to Emerging World Markets  
Driving Double-Digit Revenue and Market Share Gains

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**HUMAN RESOURCES PROFESSIONAL - RECRUITER**  
• • • Finding the Right People Using the Best Channels to Deliver Results • • •

*Seasoned HR and recruiting professional with diverse international experience. Partner with business leaders to identify and fulfill staffing needs in technical and non-technical environments.*
- Professional Experience Section: Easily Scannable for Essential Information**  
*Present essential information (company names, company descriptions, job titles, dates) clearly and strategically—so it is most beneficial to the student. Dates, especially, need carefully consideration.*
- Job Descriptions: Clearly and Succinctly Defining Scope, Challenges, and Opportunities**  
*Provide context so that readers understand situation and scope—they will better appreciate achievements.*
- Achievements: Showcasing Unique Contributions, Awards, and Other Notable Information**  
*Highlight specific success stories and examples that prove skills, abilities, and value.*
- Education Section: Positioned Appropriately and Rich With Relevant Detail**  
*For graduates without significant or relevant work experience, Education comes first and will include details about internships, projects, coursework, activities, etc., that relate to career goals and enhance qualifications. Graduates with experience that is relevant to career goals will likely place Experience above Education.*
- Keywords: Integrated Throughout Resume**  
*Compare resume to job postings and other resources to ensure keyword richness, density, and completeness.*
- Readability: Easy to Skim, Easy to Read—On Paper and Online**  
*Write tight, lean, and clean. Avoid dense text, long paragraphs, lengthy bullet lists. Choose a font that fits.*
- Visual Presentation: Sharp, Clean, Easy to Distinguish Key Information**  
*Give each resume the 6-second test!*
- Resume: Positioned for Targeted Career Opportunities**  
*Does this student look like a great candidate for target jobs?*