# Resume Checklist

| Review the items below: | ✓ |
|---|---|
| **Header** includes name, address, phone number, professional email (ex. lsee@conestogac.on.ca). Optional – include LinkedIn URL | |
| Your **name** is bolded and a larger font size 14, 16 or 18 | |
| The **body** of your resume is in **font** 11 or 12 (no smaller than 11) | |
| You have used a clear, professional **font** such as Verdana, Helvetica, Calibri, or Arial | |
| There is an appropriate use of **white space** on your resume and your formatting is consistent throughout your resume | |
| **'Objective' or 'Professional Summary':** clear, concise and specific to your current employment goal **(note:** Professional Summary is longer than an Objective). Use one or the other, not both! | |
| **Highlight of Qualifications / Summary of Skills**: 5-8 bullet points which highlights your relevant training, experience and greatest technical and transferable skills | |
| **Education** – listed in reverse chronological order (most recent first). You can also choose to include GPA (recommended for new graduates, if GPA is over 3.5) | |
| **Work Experience** – listed in reverse chronological order (most recent first); include significant accomplishments and duties in bullet form | |
| **References** – are not included on your resume (unless directed by the employer). You can indicate "references available upon request" statement at end of resume | |
| Resumes should be a **maximum of two pages** in length | |
| **Proofread** for spelling or grammatical mistakes. Use VMock (resume A.I. tool) to get initial feedback/work on your resume. Once ready for a resume review, book an appointment with a Career Advisor. | |