Resume Check List

- Is the resume neatly typed?
- Is it free of spelling errors?
- Is it grammatically correct?
- Is it presented in a well-organized format?
- Is the information provided job related?
- Is the resume limited to one page?
- Does the result highlight your strengths?

Be sure to include the following information:

- Name
- Address
- Telephone number and e-mail address if available
- Work and/or volunteer experience
- Educational background
- Skills and abilities related to the target job
- Awards, certificates, and accomplishments
- References on a separate sheet
- Is it PERFECT?