



Résumé checklist

Use this checklist to help you review your résumé **before** you give it to an employer.

It can be hard to find mistakes in documents you have written. If you can, give your résumé and this checklist to a friend or family member so they can check it for you.

| Does your résumé look professional: | Check |
|--|--------------|
| Is your name, phone number and email address clearly written on each page? | |
| Does your résumé use an easy-to-read font (e.g. Arial 11pt) and have a simple, professional layout? | |
| Does your résumé have headings that clearly communicate each section? For example, 'Education', 'Work experience', 'Personal profile'..? | |
| Is your résumé tailored to the specific job and employer: | |
| Could the employer understand your key skills and experience after reading your résumé for 5-10 seconds? | |
| Hint: A few seconds is all an employer will usually take to review a résumé, so you need to make sure they can pick up your key information as easily as possible. | |
| Is your résumé written with the particular job and employer in mind? In other words, is it tailored to this job? Does it include the employer's key words? | |
| Have you been honest about your skills, work history and accomplishments? | |
| Hint: Never lie on your résumé! If you don't have a particular skill or certification, don't list it. You can address any skills or experience gaps in your cover letter and/or in the interview. | |
| Is your résumé succinct and to the point? | |
| Hint: If your final tailored résumé is more than 2 pages, check it to make sure everything is directly related to the job. Remove anything that isn't relevant. | |
| Has it been checked for errors: | |
| Have you checked the spelling of every word? | |
| Hint: Read each sentence backwards as this can help pick up errors that you otherwise might have missed. | |
| Have you checked your grammar and punctuation? | |
| Hint: Your spell-check won't necessarily pick up grammar mistakes so always check! | |
| Has a family member or friend reviewed your final résumé? | |
| And finally: | |
| Have you re-read your résumé one last time? | |
| Hint: Ask yourself "If I was the employer, would I call me for an interview?" If the answer is yes, it's good to go! | |
| If the answer is no, head to jobjumpstart.gov.au for more tips and help! | |