

Résumé Checklist

- Attractive design makes things easy to find – key headings and information stand out
- Is easy to read (legible, clear language, etc.)
- Is concise – no unnecessary words or sentences
- All the information is relevant, up to date, and positive
- There are no errors in spelling or grammar
- Is results-oriented (highlights accomplishments, not just assigned duties)
- Uses action verbs and active voice
- Includes ALL these mandatory sections:
 - Contact information
 - Objective (job goal)
 - Related skills
 - References
- Includes SOME of these optional sections:
 - Education
 - Work experience & Duties
 - Additional experience
 - Interests & Activities
- Does NOT include:
 - Expected salary
 - Reason for changing/leaving jobs
 - Social Insurance Number
 - Addresses of former employers
 - Age
 - Height and weight
 - Health status or disabilities
 - Race
 - Religion
 - Sexual orientation