

# the great resume checklist.

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- My resume feels \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ when I look at it.
- Includes no more than two font styles.
- Name and contact details are found on each page of the resume and are aesthetically placed.
- Everything communicated about me on my resume feels like who I want to be at work approaching my work as (the real) me.
- The vertical indentations on the resume copy are consistent and lined up in a way that facilitates that "zen" quality.
- The horizontal line spacing is consistent (and helps to invisibly section what's within each section) with there being some aesthetic consistency of look and feel in each section of the resume.
- The resume file name is appropriate.
- My resume accurately represents me in my physical absence. If I showed up to a meeting where my resume preceded me, my in-person self would not be a surprise.
- Each bullet reads with a consistent energy and tone.
- The bullets on my resume show a progression in my work history rather than repetition.
- Job titles are appropriately accurate.
- Bullets feel and look like the right length and fit in with the look and feel of all of the other bullets.
- The last line of each bullet needs to take up at least 50% of the line otherwise the bullet is re-worded (either shortened to not have the line or lengthened to fill the line out aesthetically).
- The amount and location of white space on the resume invites reading.

- The aesthetic layout allows the eyes to travel around the document with a feeling of space and flow.
- Each word on my resume contributes to the overall goal of how I want my resume to feel. One word or bullet isn't jarring in contrast to the others in the entire resume.
- Each section of the available real estate on my resume acts as a supportive argument or structure for the "professional introduction" or "profile" section.
- My mailing address is somewhere on the first page.
- Fonts are a consistent size for their purpose (purposes include: resume bullet fonts are the same, company name fonts are the same, section heading fonts are the same, etc.).
- The real estate on my resume reflects my priorities.
- Stylistic grammar and formatting preferences are consistent.
- If there are multiple pages to my resume, they are numbered.
- A very detail oriented person or someone with a keen eye for detail has read over my resume for "mood ruining" grammar and spelling glitches as well as any "aesthetic distractions."
- My section headings are unique, accurate, and supportive of the content that follows them.
- Job titles + company names are on the left and dates on the right or my resume is formatted so that dates are not the first thing read.
- I've shown my resume to 2-3 different trusted but not overly invested people (one person from my industry and others ideally from unrelated fields) to witness their response. Showing them in-person is most ideal.
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Sabrina Ali is a Career Counselor that specializes in working with professionals and executives under 40. Located on Vancouver Island, she works with clients virtually around the world that want confidence and clarity to navigate their career path while being true to themselves. She holds a degree in Communications, studied in Sweden, was the Lead Facilitator delivering Canada's most holistic career curriculum, has spoken to audiences around the world, and is a quoted expert on Monster.com, US News and more. You're invited to visit [MakeBelieveForReal.com](http://MakeBelieveForReal.com) for more.