**Resume Genius’ Resume Checklist**

**Contact Information**

* Name includes first and last name
* Address is current and located in the same region as employer
* Phone number is the most direct possible
* Email address is professional, including only minor variations of legal name
* Information is properly spaced and centered on page

**Professional Experience**

* Experiences match [resume formats](http://resumegenius.com/resume/resume-formats) (reverse chronological, functional or combination)
* Each experience includes concise descriptions of responsibilities and achievements
* Each experience includes employer’s name and location
* Each bullet is succinct and not exceeding three sentences in length
* Detail for each experience increases with recency and relevance of experience
* Employer, Location and Date information differentiated from bullet points by bolding or text size increase
* Experiences listed are relatable, applicable or transferable in some way to position being applied to

**Education**

* If graduated from higher educational institutions such as college, university or vocational school it’s not necessary to include high school experience
* If GPA is above 3.5 state so, on a scale of 4.0. Ex. “3.6/4.0 GPA”
* List any honors received upon graduation
* Include name of degree earned

**Additional Skills**

* Focus on skills related to the position being applied to
* Include certifications or 3rd party training achievements
* Include software knowledge
* Exclude irrelevant personal information

**Formatting**

* Ensure borders are even, text is all properly indented and the formatting retains continuity throughout entire document
* Check that dates make sense and are ordered logically
* See that some form of numerical quantification has been added to body of the resume.
* Check for grammar errors such as usage of “their/there/they’re” and punctuation usage such as periods, commas and apostrophes.

*Thanks for downloading the* [*Resume Genius*](http://resumegenius.com) *resume checklist! If you have any general questions about resumes visit our site and leave us a comment.*