Resume Readiness Checklist

Will your resume hold up under the scrutiny of a potential employer? If you can check off each of the following, the answer is YES!

- ☐ All of my resume statements support my job objective.
- ☐ The organization of my experiences is immediately obvious and meaningful. The reader can scan all the key points in seconds.
- ☐ All of my experiences are described with convincing examples or details.
- ☐ I emphasized my most important transferable skills, the ones closest to the job I want.
- ☐ I did not repeat the same experience in different parts of the resume. Instead, when my experiences are combined, they give a full, well rounded picture of my abilities.
- ☐ I have conveyed my personality and individual strengths and interests.
- ☐ It's obvious that I'm enthusiastic about what I want to do.
- ☐ The word "I" doesn't appear on my resume.
- ☐ Sentences begin with action words whenever possible, and I've added adjectives where appropriate to convey depth and scope of experience.
- ☐ My resume format doesn't look cramped. There's a balance of white space and words.
- ☐ I capitalized, underlined, or typed important heading and subheadings in bold.
- ☐ Grammar is correct and consistent throughout (e.g., periods and capital letters are used in the same way).
- ☐ Acronyms, jargon and abbreviations are used sparingly.
- ☐ My email address is easy to understand and professional.
- ☐ My resume is printed on white or off-white bond paper with black ink.
- ☐ Three other people have read my resume for clarity, grammar, and spelling.

*Adapted from **Educator's Job Search, the Ultimate Guide to Finding Positions in Education** (an NEA Professional Library Publication)*