



## 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 professional and easy to understand.
- 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.*