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## RESUME REVIEW CHECKLIST

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### Contact Info

- Professional email address
- Professional voicemail
- Local address

### Format

- 1 page
- Font size 11-12
- Use of white space, no overcrowding
- Separation between sections
- Use of bullet points
- Can be easily scanned
- Clear organized sections

### Tailored Content

- Referred to job description
- Incorporated key words

### Bullet Statements

- Omission of first person (I, me, my, etc.)
- Begin with varied action verbs
- Correct verb tense
- Focus on accomplishments, results, achievements
- Uses 2-3 PAR Statements=P=Problem [or focal point], A=Action, R=Result(s)
  - o e.g., Developed (A) new filing system (P) that improved processing time for issuing invoices (R)
- Include transferable skills
- Quantifies key areas: frequency, increase/decrease, goals met (#, %, \$)
- Correct grammar and spelling