

RESUME CHECKLIST



GENERAL FORMAT

- ✓ Resumes should be one or two pages maximum, and filled with relevant information and experience
- ✓ Arrange your sections in order of importance to the employer (most relevant information first)
- ✓ Use one font style throughout and a maximum of two font sizes; font should match your cover letter
- ✓ Use bullet points for descriptions (easier to read). Write in third-person only, no personal pronouns (e.g. “I” or “my”)
- ✓ For dates, list month and year only and be consistent throughout; align dates in the right margin
- ✓ Ensure there is an adequate amount of white space to make it easy to read (not too little, not too much)

HEADER

- ✓ Your name should be big and bold so that it stands out
- ✓ Include your phone number (e.g. 905-525-9140) and a professional email address (e.g. name@domain.com)
- ✓ Include your address, city and province is usually good enough (e.g. Hamilton, ON)
- ✓ Include your LinkedIn profile URL, link to your personal website and/or link to your GitHub

HIGHLIGHTS OF QUALIFICATIONS

- ✓ Utilize this section to highlight the main qualifications the employer is asking for in the job description
- ✓ Be general about when or where you demonstrated the skills so that the employer knows where to look to find more information

EDUCATION

- ✓ Put the name of your degree and discipline on the first line, then school and location on the second line
- ✓ Use bullet points to list the level of your program, major areas of interest or specialization, and relevant courses
- ✓ List academic awards/scholarships/honours, explain briefly what each award/etc. was received for

PROJECTS

- ✓ Include the name of the project and provide start and end dates; specify if it is a personal or academic project
- ✓ Describe what you accomplished and reference any tools/equipment/software used
- ✓ Provide context; what problem did you solve? Were there time or budget constraints?

WORK EXPERIENCE

- ✓ Position job title first, then employer, city and province on the second line, dates on the right margin
- ✓ List your experiences in reverse chronological order (most recent to least recent)
- ✓ Describe WHAT you did, include activities demonstrating responsibility and technical complexity
- ✓ Use action verbs (e.g. demonstrated, coordinated, developed) to begin each bullet point
- ✓ Use accomplishment statements that describe what you achieved, learned or contributed (show results)
- ✓ Quantify information where applicable (e.g. “...resulting in a 15% increase in efficiency”)

SKILLS

- ✓ Include “hard” skills such as computer skills, technical skills, laboratory skills, certificates and training
- ✓ DO NOT include transferable skills in this section - instead, embed them in the descriptions under your experiences

EXTRACURRICULAR ACTIVITIES/ VOLUNTEER EXPERIENCE

- ✓ Format these sections the same as your work experience (position title, organization name and location, dates)
- ✓ Explain what you accomplished or achieved, reference transferable and/or hard skills

OTHER SECTIONS

- ✓ If you have space, consider creating additional sections for awards/achievements, hobbies/interests, and/or sections for any other relevant information you may have

BOOK A RESUME APPOINTMENT WITH ECCS TO HAVE YOUR RESUME CRITIQUED