



## Resume Proofreading Checklist

<b>PURPOSE/GOAL:</b> My resume...	Yes	No
Tells a story the reader can follow	<input type="checkbox"/>	<input type="checkbox"/>
Fits my personal brand	<input type="checkbox"/>	<input type="checkbox"/>
Is customized to a specific company/position	<input type="checkbox"/>	<input type="checkbox"/>
Orders sections from strongest to weakest	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOCUSED AND PROFESSIONAL:</b> My resume avoids...	Yes	No
Unnecessary and/or flowery language	<input type="checkbox"/>	<input type="checkbox"/>
Using an informal tone	<input type="checkbox"/>	<input type="checkbox"/>
Using more pages than recommended (usually 1-2)	<input type="checkbox"/>	<input type="checkbox"/>
<b>KEYWORDS:</b> My resume incorporates...	Yes	No
Keywords from the job advertisement	<input type="checkbox"/>	<input type="checkbox"/>
Industry-specific buzzwords	<input type="checkbox"/>	<input type="checkbox"/>
The keywords listed above meaningfully throughout the document (no "keyword stuffing")	<input type="checkbox"/>	<input type="checkbox"/>
<b>FORMATTING:</b> My resume has visual appeal because...	Yes	No
White space sets off key accomplishments	<input type="checkbox"/>	<input type="checkbox"/>
Typographical flourishes are used sparingly	<input type="checkbox"/>	<input type="checkbox"/>
The document is easy to read on a computer screen and printed paper	<input type="checkbox"/>	<input type="checkbox"/>
It utilizes industry-appropriate design	<input type="checkbox"/>	<input type="checkbox"/>
The typeface is simple and common	<input type="checkbox"/>	<input type="checkbox"/>
Section headers and body text are consistently formatted	<input type="checkbox"/>	<input type="checkbox"/>
Left/right and bottom/top margins are the same size (at least 0.5")	<input type="checkbox"/>	<input type="checkbox"/>
<b>SPELLING &amp; GRAMMAR:</b> My resume employs accurate...	Yes	No
Spelling	<input type="checkbox"/>	<input type="checkbox"/>
Word usage	<input type="checkbox"/>	<input type="checkbox"/>
Capitalization of proper nouns	<input type="checkbox"/>	<input type="checkbox"/>
Noun-verb agreement	<input type="checkbox"/>	<input type="checkbox"/>
Punctuation after every bullet/sentence	<input type="checkbox"/>	<input type="checkbox"/>
Apostrophe use for possessive nouns	<input type="checkbox"/>	<input type="checkbox"/>
<b>STYLE:</b> My resume does not have...	Yes	No
Repetitious content	<input type="checkbox"/>	<input type="checkbox"/>
Articles	<input type="checkbox"/>	<input type="checkbox"/>
Personal pronouns	<input type="checkbox"/>	<input type="checkbox"/>