**Tufts**
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# Resume Checklist
### How well is your document meeting your goals?

As you prepare to apply for jobs and internships, it's important to examine your resume as objectively as possible to uncover opportunities for improvement. Review your resume using the checklist below.

Next, consider asking a trusted advisor -- professor, career advisor, or peer -- to complete the checklist, comparing your resume to a job description to determine the strength of the match.

## Aesthetics & Format:

1. Is the resume the appropriate length for targeted sector
   or for networking purposes?                                      Yes     No

2. Is the resume easy to scan/read quickly?                         Yes     No

3. Is any information cluttered or unnecessary?                     Yes     No

4. Is the resume too dense or too text heavy?                       Yes     No

5. Is the format consistent in terms of dates, locations, bold, underline, etc.?  Yes     No

**What could make this resume easier to read?**

## Clarity of Purpose:

6. Is there any information included that doesn't add value and/or
   could be eliminated without sacrificing the key message?        Yes     No

7. Is this resume customized for a particular goal or job?          Yes     No

**In looking at this resume, can you tell why it's a strong match for the job description?**

**What "threads" do you see running through the experience listed on the document? Are there ways this 'narrative' could be more clearly presented?**

## Content:

8. Does each bullet point begin with an active verb?                                    Yes     No

9. Is the appropriate verb tense being used?                                             Yes     No

10. Are the bullet points focused on accomplishments as opposed to responsibilities?     Yes     No

11. Do the bullets pass the "so what" test?  By this we mean, do the bullets show impact; does it matter to the employer; is it even relevant?     Yes     No

12. Does the writer quantify the impact demonstrated in bullet points?                   Yes     No

13. Are there spelling, grammar, or punctuation mistakes?                                Yes     No


**What are the key strengths demonstrated through this document (skills and knowledge)?**