Resume Formatting Checklist
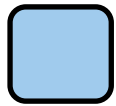
- [ ] **TAKE TIME TO GET IT RIGHT**

- [ ] **FOLLOW ALL JOB APPLICATION INSTRUCTIONS!**

- [ ] **LENGTH–** The resume should be 1 or 2 pages

- [ ] **PAPER TYPE–** 8 1/2 x 11 white paper. Slightly thicker or tinted is also acceptable

- [ ] **FONT-** Use a clean, legible font, size 11 or 12.

- [ ] **LAYOUT–** Overall appearance should be attractive, professional and well balanced.
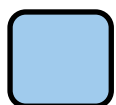
- [ ] **BE CONSISTENT–** Font style, margins, and look of resume

- [ ] **ACCOMPLISHMENT STATEMENTS–** Emphasize what you did during your employment to benefit the company.

- [ ] **POWERFUL PHRASING**– Remove unnecessary wordiness

- [ ] **SPELL CHECK–** Don't rely on your computer to do this! There should be **NO** spelling, typographical or grammatical errors.