

Mock Interview Day

Resume Checklist

These are the basic requirements for completing a resume.

Note: Some students are taught in class to follow a certain format given to them by their instructor. A business professional may have suggestions about style or industry specific changes that they may share with you.

- Name, address and telephone number are included
- Current or future job objective is given

Education

- Expected graduation date is given
- Course of study and classes taken are listed

Experience

- Work history is given (paid, unpaid, volunteer, etc.)
- Dates are listed if appropriate
- Duties are listed

References

- No relatives or former employers are listed
- Addresses and phone numbers are included

Appearance

- No typing errors
- No spelling errors
- Resume is neat and readable

Other

- No illegal or inappropriate information is given
- Hobbies, interests, and activities are listed (optional)
- Resume presents the candidate's skills and abilities (optional)

Comments: _____

