



Purpose/Goal: My resume...

- | | | |
|--|------------------------------|-----------------------------|
| Tells a story the reader can follow | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Fits my personal brand | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is customized to a specific company/position | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Orders sections from strongest to weakest | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Focused and Professional: My resume avoids...

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|---|------------------------------|-----------------------------|
| Unnecessary and/or flowery language | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Using an informal tone | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Using more pages than recommended (usually 1-2) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Keywords: My resume incorporates...

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|--|------------------------------|-----------------------------|
| Keywords from the job advertisement | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Industry-specific buzzwords | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| The keywords listed above meaningfully throughout the document (no "keyword stuffing") | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Formatting: My resume has visual appeal because...

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|---|------------------------------|-----------------------------|
| White space sets off key accomplishments | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Typographical flourishes are used sparingly | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| The document is easy to read on a computer screen and printed paper | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| It utilizes industry-appropriate design | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| The typeface is simple and common | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Section headers and body text are consistently formatted | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Left/right and bottom/top margins are the same size (at least 0.5") | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Spelling and Grammer: My resume employs

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|---|------------------------------|-----------------------------|
| Spelling | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Word usage | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Capitalization of proper nouns | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Noun-verb agreement | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Punctuation after every bullet/sentence | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Apostrophe use for possessive nouns | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Style: My resume does not have... accurate...

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|---------------------|------------------------------|-----------------------------|
| Repetitious content | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Articles | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Personal pronouns | <input type="checkbox"/> YES | <input type="checkbox"/> NO |