

# WORK INTEGRATED LEARNING

## CHECKING OVER YOUR RESUME

### CONTENT



1. Are the current home address, telephone number, mobile phone number and e-mail address included? [ ]
2. Is an alternative phone number where a message may be left provided? [ ]
3. Is the current University course shown first in the education section? [ ]
4. Is employment listed in reverse chronological order? [ ]
5. Do the words used show results achieved, problems dealt with or important learning experiences obtained? [ ]
6. Has information on religion, health, marital status, ethnic origin or any other irrelevant information been avoided? [ ]
7. Has the use of 'I' been avoided? [ ]
8. Has the use of long sentences been avoided? [ ]
9. Are the spelling, punctuation and grammar correct? [ ]
10. Does the resume provide specific information about the writer's relevant skills, aptitude and abilities for a particular job or industry? [ ]
11. Have key accomplishments been emphasised? [ ]
12. Overall, does the writer provide a clear and consistent career focus? [ ]

### PRESENTATION

13. Is the resume well-organised and set out clearly and concisely? [ ]
14. Is the resume neatly and accurately presented? [ ]
15. Is the resume printed on A4 sized paper? [ ]
16. Is it typed with wide margins and appropriate spacing between paragraphs? [ ]
17. Does the information presented flow logically? [ ]

### EFFECT

18. Is the resume persuasive and positive in tone? [ ]
19. Would the resume compel the reader to interview the writer? [ ]
20. Has the final draft been shown to or discussed with at least two people? [ ]
21. What techniques have been used to leave the reader with a positive impression?