UCSC Career Center - Resume Feedback Checklist

Name: [insert] **Email:** [insert]

FORMATTING

☐	Page style is original (not copied from template)	
☐	Length is one full page (no more or less)	
☐	Font choice is simple and professional	
☐	Most text is sized at 11-12 points	
☐	Margin space is consistent and set between 0.5" and 1.0"	
☐	Name has strongest visual emphasis	
☐	Relevant information has visual emphasis (e.g., bold)	
☐	Formatting and spacing are consistent within sections	
☐	Amount of text across the page is balanced left-to-right	
☐	Words and terminology are correctly spelled	
☐	Grammar and abbreviations are appropriately used	
☐	Punctuation is consistently applied	

STRUCTURE

☐	Header has phone, email, LinkedIn (recommended), and city/state (if local)	
☐	Objective, if applicable, is brief and targeted	
☐	Sections are organized in order of relevance	
☐	Information within sections is sorted by end date	
☐	Education has institutions, degrees, and grad. dates	
☐	Education includes related courses, honors, or projects	
☐	Education omits high school information	
☐	Experience has relevant section name(s)	
☐	Experience has positon title, organization, and city/state	
☐	Experience has start and end dates (month and year)	
☐	Skills, if applicable, are clear and relevant (no soft skills)	
☐	One or two additional sections are included (e.g., Projects, Involvement)	
☐	References are omitted (include on separate page)	

BULLET POINTS/ CONTENT

☐	Each descriptive statement is a bullet point	
☐	Length of each statement is one or two lines	
☐	An action verb begins each statement	
☐	Verb tense matches dates of experience	
☐	Clear purpose, methods, and transferable skills are given	
☐	Relevant keywords and phrases are used (as related to position of application)	
☐	Results are included and quantified	
☐	Writing is direct, concise, and factual	
☐	Personal pronouns are omitted	