**Resume Checklist**

□ My resume is clear, concise and makes a positive impression in 30 seconds or less.

□ There are no spelling, grammar or punctuation errors.

□ My resume is one page.

□ My resume presents skills and accomplishments that match employer requirements.

□ My resume accurately summarizes my qualifications.

□ Statements of job accomplishments on my resume start with action verbs.

□ My resume is organized, easy to read and has a balance between content and white space.

□ The type of font is Times New Roman, Arial, Century, Helvetica or Verdana.

□ The type size on my resume is 10, 11, or 12 point and is never smaller than 10 point.