**Resume Review**

**Basic Checklist**

We’ve talked to hundreds of employers and hiring managers in the local region. They get stacks of resumes for each position and many get pitched, but YOU can rise to the top. **Check out these very important tips so that YOU can get noticed for all the right reasons:**

# Resume Review – Basic Checklist

This is not an all-inclusive list

Your resume tells an employer a lot about what type of employee you might be

* Absolutely must be free of spelling errors
* Is it overall visually appealing, professional and does it look original or does it look like it came from a generic template? Some templates can come across as “lazy” and that maybe you didn’t care enough to give it your all. Templates can be a great starting point, but don’t forget to make it your own.
* Fonts and Spacing
* Single font style throughout that is simple/professional. Header should be larger than body.
* Size is easy to read and likely ranging from 11 to 12 pt font for the primary content
* Consistency in font styling – bold, italics, underlining are consistent throughout
* White space - Is it easy to read? Margins should be approximately .7” to 1.0”
* If more than one page, is it balanced (does it look like it was on purpose or does it look like you just ran out of room, i.e., second pg. is less than half) Total length is appropriate? No one is 5 pages fabulous!
* Email address is professional. *2hotforU@anymail.com* is going to get noticed for the wrong reason
* Does it contain the basic sections?
* **Contact info** includes address (at least the city, state), phone and email **Summary of skills/abilities** or brief statement (2-3 sentences) of your value or relevant objective statement. If the statement sounds like everyone else’s to you…then that is how it sounds to an employer. This might also be where you can customize a bit to the position you are applying to. This area might also include some key highlights in a bulleted section.
* **Work Experience/history**. Typically, last ten years (plus or minus), but may also just be relevant history, which could be more or less. It depends on how irrelevant the irrelevant experience is. If large employment gaps exist, consider including volunteer work.
* **Education**, including relevant certifications (high school is usually only included in youth or where there is no post-secondary education)
* Includes dates month/year or even just year where appropriate for work history and education. Excluding dates draws attention, but so will dates that imply less relevance Should NOT contain actual references. Statement, such as “*references upon request”* is not necessary but won’t specifically hurt you either.
* Avoid industry specific jargon. Acronyms are only useful if candidate is applying to jobs in same industry. Otherwise, use language that is more universal for various industries. Are accomplishments described in specific terms, such as: *Increased sales by 20% year-over-year, supervised a team of six cashiers, etc.*
* Description of duties should be bulleted and not in narrative format. However, can include sentence or two to describe the company/position before listing bulleted duties and/or accomplishments, especially if the company or position title are not easily recognizable Each job listed has approximately 4-5 bullets (if less, consider why include the job; if more, is it concise? And is it information an employer would really want to know)

Are bullets in standard form

* Review your employment history – description of duties, responsibilities, positive impact

**If you would like to have your résumé reviewed by a Workforce Development Professional, please contact your local Workforce Center**

Please visit www.laworks.net to find your nearest location

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