

Resume Checklist

The following resume checklist includes the information you need to include on your resume. Use the checklist to make sure you have included all relevant information in your resume.

1. Contact Information

First Last Name
Street Address
City, Province, Postal Code
Phone (Cell/Home)
Email Address

2. Experience

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

3. Education

In the education section of your resume, list the colleges you attended, the degrees you attained, and any special awards and honors you earned.

4. Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

5. Professional Memberships

6. Additional Resources