

## RESUME CHECKLIST

Is my contact information somewhere easily identifiable?	NOTES
Does my contact information sound professional?	
Did I utilize the most relevant experience for this position?	
Was I specific with my previous accomplishments? (i.e. I've demonstrated proof of previous success.)	
Did I use formatting/ a template that fits my industry?	
Have I proofread my resume and checked for misspellings and grammatical errors?	
Have I kept my resume to two pages or under?	