CAREERXCHANGE® 1988 INC.

RESUME CHECKLIST

- [ ] Is my contact information somewhere easily identifiable?
- [ ] 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?

NOTES