

OPENCLASSROOMS

Checking your resume

Once you have a general draft for your resume, put it to the test. Use this checklist each time you adapt your résumé for a new job application.

Remember that this is the first version, and you will have to adapt it to each job application you make.

Personal details

- Is your name in bold at the top of the page?
- Have you included your email address and telephone number?
- Is your nationality and work permit situation clearly stated (if applicable)?
- Have you added hypertext links to your LinkedIn profile and portfolio?

Personal Statement

- Is your **Personal Statement** a maximum of three sentences or four lines?
- Does it include what position you are looking for?

Experience

- Have you clearly included the years of experience and industries you have previously worked in and what value you would bring to the organization?
- Have you **mirrored keywords** from the job advertisement in your objective statements?
- Have you concentrated on achievements and given examples of skills and competencies as per the job advertisement?

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- Have you **included relevant experience**, even if you were a volunteer?

Skills

- Have you indicated your soft skills and hard skills?
- Are they **relevant to the job** you are applying for?
- Does the order of the skills make sense? Why did you list them in the order that you have?

Education

- Have you included qualifications and certificates?
- Have you listed your **most recent or important qualification first**?
- Have you described your OpenClassrooms projects?
- Have you received any scholarships or awards to demonstrate relevant skills?

Hobbies and Interests

- Have you **listed and explained** positions of leadership (e.g., student representative, team captain, etc.)?
- Have you **noted and given details** of any volunteer/charity work?
- Have you included any pertinent hobbies?

Structure and layout

- Have you divided your resume sections clearly? Are your headings clear and either large or bold so that all information is easily navigable?
- Have you used bullet points to describe roles you performed?

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- Ensure your resume formatting is tidy when moving to the next page. You don't want potential employers or recruiters to lose a page when printing your résumé!
- Have you listed employment with the most recent job first?
- Are your fonts consistent throughout? Is it easy to read?
- Have you named and saved your resume correctly:

first name_ last name_ job title_ type of document

Final check

- Have you adapted your resume to the position you are applying for?
- Is your resume arranged to draw attention to the important information?
- Is your resume ideally no more than 2 pages long?
- Have you confirmed there are no gaps in your work history?
- Have you proofread your resume for grammar, spelling and punctuation?