

BASELINE RESUME CHECKLIST

STRUCTURE	FORMAT	PRESENTATION	v4
Resume sections to be <u>ordered</u> as follows:	Resume content to be <u>formatted</u> as follows:	Resume to be <u>presented</u> as follows:	
1. PERSONAL DETAILS	<input type="checkbox"/> First name & surname (recommend legal name & preferred name included) <input type="checkbox"/> Contact details included: professional email address & phone number (address optional) <input type="checkbox"/> Photo, age, date of birth, family details, gender, marital status, nationality &/or religion SHOULD NOT BE INCLUDED <input type="checkbox"/> Spelling & grammar accurate & consistent (recommend UK English)	<input type="checkbox"/> Minimum 1 page – maximum 3 pages <input type="checkbox"/> Limited use of graphics, tables, images & colour (unless relevant to degree) <input type="checkbox"/> Balanced content, avoiding excessive white space or cramming with excessive content <input type="checkbox"/> No lengthy paragraphs – use bullet points <input type="checkbox"/> No abbreviations or defined before use <input type="checkbox"/> Font: <ul style="list-style-type: none"> <input type="checkbox"/> Easy to read style (e.g. Calibri or Arial recommended) <input type="checkbox"/> Consistent style throughout <input type="checkbox"/> Consistent size throughout (e.g. headings 12-14, content 10-11) <input type="checkbox"/> Consistent highlighting throughout (e.g. capitalised, bold, italics, underlined) 	
2. OPENING STATEMENT <ul style="list-style-type: none"> • Career profile OR • Professional Summary 	<input type="checkbox"/> Heading included (recommend Career Profile OR Professional Summary) <input type="checkbox"/> Highly recommend written in paragraph format (bullet points could be used) <input type="checkbox"/> Length is reasonable (recommend no more than 3-6 lines) <input type="checkbox"/> Spelling & grammar accurate & consistent (recommend UK English)	<input type="checkbox"/> Alignment: <ul style="list-style-type: none"> <input type="checkbox"/> Consistent margins <input type="checkbox"/> Consistent spacing throughout (e.g. between headings, sections, dates) <input type="checkbox"/> Consistent bullet point and paragraph indentations throughout 	
3. EDUCATION <ul style="list-style-type: none"> • Current enrolment • Previous enrolment 	<input type="checkbox"/> Heading included <input type="checkbox"/> Listed in reverse chronological order <input type="checkbox"/> Start & end dates included (recommend indicating both month & year) <input type="checkbox"/> Accurate title of qualification & specialisation/major <input type="checkbox"/> Full University/Institution name <input type="checkbox"/> Location of University/Institution included (recommend when Education is in different countries) <input type="checkbox"/> Primary school information SHOULD NOT BE INCLUDED <input type="checkbox"/> Spelling & grammar accurate & consistent (recommend UK English)	<input type="checkbox"/> A signed declaration SHOULD NOT BE INCLUDED	
4. EXPERIENCE <ul style="list-style-type: none"> • Relevant experience • Internships • Casual/part-time work • Voluntary experience • Extra-curricular activities 	<input type="checkbox"/> Heading(s) included (note – you may need multiple headings to structure your experience) <input type="checkbox"/> Listed in reverse chronological order <input type="checkbox"/> Start & end dates included, indicating both month & year is required <input type="checkbox"/> Accurate title of role <input type="checkbox"/> Full organisation name <input type="checkbox"/> Location of experience included (recommend when experiences are in different countries) <input type="checkbox"/> Concise bullet points describing key responsibilities &/or achievements <input type="checkbox"/> Spelling & grammar accurate & consistent (recommend UK English)		
5. REFEREES	<input type="checkbox"/> Heading included <input type="checkbox"/> List 'Available upon request' within the section OR <input type="checkbox"/> List 2-3 referees; including name, role, organisation, email & phone number <input type="checkbox"/> Spelling & grammar accurate & consistent (recommend UK English)		

**Deakin
TALENT**