

## BASELINE RESUME CHECKLIST

STRUCTURE	FORMAT	PRESENTATION	v5
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:	
<b>1. PERSONAL DETAILS</b>	<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 <b>SHOULD NOT BE INCLUDED</b> <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"> <li><input type="checkbox"/> Easy to read style (e.g. Calibri or Arial recommended)</li> <li><input type="checkbox"/> Consistent style throughout</li> <li><input type="checkbox"/> Consistent size throughout (e.g. headings 12-14, content 10-11)</li> <li><input type="checkbox"/> Consistent highlighting throughout (e.g. capitalised, bold, italics, underlined)</li> </ul>	
<b>2. OPENING STATEMENT</b> <ul style="list-style-type: none"> <li>• Career profile OR</li> <li>• Professional Summary</li> </ul>	<input type="checkbox"/> Heading included (recommend Career Profile OR Professional Summary) <input type="checkbox"/> Recommend paragraph format (bullet points can also 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"> <li><input type="checkbox"/> Consistent margins</li> <li><input type="checkbox"/> Consistent spacing throughout (e.g. between headings, sections, dates)</li> <li><input type="checkbox"/> Consistent bullet point and paragraph indentations throughout</li> </ul>	
<b>3. EDUCATION</b> <ul style="list-style-type: none"> <li>• Current enrolment</li> <li>• Previous enrolment</li> </ul>	<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 campus included (recommend when campuses are in different countries) <input type="checkbox"/> Primary school information <b>SHOULD NOT BE INCLUDED</b> <input type="checkbox"/> Spelling & grammar accurate & consistent (recommend UK English)	<input type="checkbox"/> A signed declaration <b>SHOULD NOT BE INCLUDED</b>	
<b>4. EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Relevant experience</li> <li>• Internships</li> <li>• Casual/part-time work</li> <li>• Voluntary experience</li> <li>• Extra-curricular activities</li> </ul>	<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 responsibilities &/or achievements <input type="checkbox"/> Spelling & grammar accurate & consistent (recommend UK English)		
<b>5. REFEREES</b>	<input type="checkbox"/> Heading included <input type="checkbox"/> List 'Available upon request' OR list 2-3 referees with their name, role, organisation, relationship to you. Optional to include email and phone number. <input type="checkbox"/> Spelling & grammar accurate & consistent (recommend UK English)		