

# Résumé Checklist

## My Résumé...

- ✓ Has up-to-date contact information (including my customized LinkedIn URL)
- Does not include my full address (all you need is the city and state)
- Features a professional email address
- Is tailored to the type of position &
- Highlights my career achievements and accomplishments
- Uses engaging action words (e.g., manage, develop, cultivate, drive, establish, implement)
- Is one page long (unless you have 5+ years of experience)
- Is completely accurate and free of spelling and grammatical errors
- Has been proofread by a trusted friend, colleague, or professional
- Is easy to read and follow