Your resume- Is it the best it can be?

Look at your completed resume with another person and check the following:

_____1. Is your name larger than all of the other information?

_____2. Do you have a professional email address?

_____3. Do you have capital letters in your postal code?

_____2. Is it easy to read or is there too much information squashed together?

_____3. Is the information lined up perfectly?

_____4. Is the font size good? "ₚ" "p" "**p**" "**p**"

12 point font for body information and

larger font size like 18 point font for headings.

_____5. Is the information in reverse chronological order? **Most recent information at the top** and least recent information at the bottom.

_____6. Is it free of spelling, grammar and punctuation mistakes?

_____7.Does it have short paragraphs?

_____8. Does it look balanced on the page?

_____9.Is all of the numerical information correct? Double check your dates.

_____10. Capitalization. Titles need capitals. - Virtual WHMIS Certificate

_____11.Are the verb tenses correct? In the past tense? In the present tense?