UF | Department *of* Geological Sciences
College *of* Liberal Arts and Sciences

Resume Tips

Appearance

- Does the resume look original and not based on a template?
- Does the resume provide a visually pleasing, polished and professional presentation
- Is the font appropriate for the career level and industry?
- Are there design elements such as bullets, bolding and lines to guide readers' eyes through the document and highlight important content?
- Is there a good balance between text and white space?
- Are margins even on all sides?
- Are design elements like spacing and font size used consistently throughout the document?
- Is the resume's length and overall appearance appropriate given the career level and objective?
- If the resume is longer than a page, does the second page contain a heading? Is the page break formatted correctly?

Resume Sections

- Is the resume targeted to a specific career goal and not trying to be a one-size-fits-all document?
- Are all resume sections clearly labeled?
- Are sections placed in the best order to highlight the applicant's strongest credentials?
- Is the work history listed in reverse chronological order (most recent job first)?

Writing Style

- Is the resume written in an implied first-person voice with personal pronouns, such as I, me and my, avoided?
- Is the content flow logical and easy to understand?
- Is the resume as perfect as possible, with no careless typos or spelling, grammar or syntax errors?

Kim Isaacs, Monster Resume Expert