

Resume Checklist



- Included A Professional Sounding Email Address
- Included At Least 2 Points Of Contact
- Included Your Name
- Education Section
- Included Your Lakehead University Education
- Included Your Extracurricular Activities
- Work Experience Section
- Skills Section
- Relevant Additional Sections
- Checked Accessibility
- Chose An Appropriate Resume Format
- Consistent Formatting
- Used Keywords From Job Description
- Proofread
- Peer Edited
- Listed Experience Dates
- Listed Experience Locations
- Built Strong Bullet Points
- Followed The Resume Do's And Don'ts
- Used Full Pages
- Used 1 Or 2 Pages
- Tailored Your Resume To The Job Description
- References Acquired, But Not Put On Resume
- Checked Job Description For File Type And Name Requirements
- Chose An Effective File Name
- Checked Formatting If Converted To A New File Type
- Looked Through The Career Zone's Resources
- Booked A Resume Review Appointment On Mysuccess
- Attended Resume Workshops On-Campus

Go to lakeheadu.ca/careerzone for more tips, tricks, and assistance or book an appointment today on our MySuccess platform.