



Resume Checklist

Signature Workforce Solutions

- My Contact information is correct and complete
- My professional e-mail address is listed
- My LinkedIn profile address is listed
- I have a "Summary of Qualifications" or a "Professional Profile" and NOT an "Objective"
- Keywords are listed throughout my resume from the job posting
- I have listed all major accomplishments and achievements
- My resume is relevant to the position for which I am applying
- My resume is clear, concise and no longer than two pages
- I used bullet points and not long paragraphs
- My resume is on resume bond paper
- My font size is between 11-12
- My font is consistent throughout
- My resume presents a positive and professional image of me