

Checklist

Once you completed your draft resume, refer to below checklist. You can add comments on the right column.

Analysis	Read and highlighted five attributes of the job advertisement.	
	The selected attributes are addressed in your resume.	
Format	Resume looks professional.	
	Resume is within 2 to 3 pages.	
	Font is Arial (11pt), Calibri (11pt) or Times New Roman (12 pt) and font is consistent in all sections.	
	Section headings are either bold and/or in capital letters to stand out.	
	Dates follow DD-MM-YYYY format and are placed on right hand.	
	Achievements and skills noted in bullet or short and concise paragraph.	
Header	Checked for grammatical and spelling errors (use spell checker and correct tense).	
	Title of the resume is your name (first and last name).	
Career profile	Header contains only your name, residential address, mobile number, email address and link to LinkedIn profile.	
	Career profile with three to five selling points.	
Education	All / relevant education qualifications and experience arranged in chronological order (from newest to oldest).	
	Credit average (if above average), achievements, awards and/or scholarships mentioned for each qualification.	
Experience and projects	Used headings to distinguish between Relevant and Other experiences, if any.	
	All information about the role, company, designation and employment period, included.	
	Acquired skills are highlighted in each relevant role.	
	All skills and achievements identified in point form.	
Other	Projects relevant to the role you are applying are illustrated on the resume.	
	Extra-circular activities identified and your involvement in each elaborated.	
	Level of fluency in other languages.	
	Professional memberships relevant for the role and your current membership status are added to this section.	
Residency	Relevant training and development programmes that you attended in the recent years.	
	Residency status updated. This is optional and important if asked in the job.	
References	Identified 3-4 professional references and contacted the referees to inform you are using them for your recent job hunt.	
	Updated contact details, relationship and the availability for the referees included.	