Goodwin University

Résumé Proofreading Checklist

Print this page for easy reference. Then proofread your résumé for each section below. Check the box after completing each task, just like a pilot does before takeoff!

☐ **Contact information.**
Verify that your name, address, ZIP code and phone are correct.

☐ **Email address**
Use a personal email on your résumé, not one from work. Besides looking unprofessional (readers will assume you'll use company time to look for a job again after they hire you) it's dangerous to get email at work about career opportunities. That's because employers often have the right to read any email that comes to your work address. Furthermore, make sure your personal email address is NOT something like hotstuff@aol.com or gameboy111@msn. If you need to get a new email that looks professional, do so. And put some thought into it.

☐ **Facts and figures.**
Check all years and numbers in the résumé and cover letter. Do they add up? Are they consistent?

☐ **Clarity and content.**
Read the résumé aloud for awkward, missing or extra words.

☐ **Spacing.**
Make sure the space between each sentence and section is the same.

☐ **Spelling.**
Use your word processor's spell checker AND then read it yourself. Most misspelled words occur in the headings and in the names of software and companies.

☐ **Punctuation.**
Read the résumé backwards, looking for missing or incorrect punctuation, such as commas, dashes between dates, apostrophes, etc.

☐ **Layout.**
Are the upper and lower margins even and pleasing to the eye? Is there white space throughout the document, or is the text too dense? Print the résumé and show it to friends for their comments.