

RESUME CHECKLIST FOR JOB APPLICATIONS – Page 1/2

SECTIONS AND ORDER	Content:	v2
<input type="checkbox"/> PERSONAL DETAILS	<ul style="list-style-type: none"> <input type="checkbox"/> First name and surname in font size 20-24 (with preferred name in brackets if relevant). <input type="checkbox"/> Contact details: professional email address, phone number (xxxx xxx xxx), residential address (optional), customised LinkedIn URL (optional), and link to portfolio/website (if relevant). <input type="checkbox"/> Photo, age, date of birth, family details, gender, marital status, nationality, religion, or the words 'CV'/'Resume' SHOULD NOT BE INCLUDED. 	
<input type="checkbox"/> OPENING STATEMENT	<ul style="list-style-type: none"> <input type="checkbox"/> Section heading – 'Career Profile' OR 'Profile' OR 'Professional Summary'. <input type="checkbox"/> Length is reasonable (3-6 lines in paragraph format). <input type="checkbox"/> Written in neutral language (i.e. no personal pronouns such as I, we, me). <input type="checkbox"/> Content tailored to the role and industry – includes relevant key skills and experiences only. 	
<input type="checkbox"/> SKILLS SUMMARY (OPTIONAL)	<ul style="list-style-type: none"> <input type="checkbox"/> Consider including a technical and/or industry based skills section (if relevant to the role and industry) in concise bullet point format. <input type="checkbox"/> Proficiency for each skill is included if relevant using the terms 'Advanced' OR 'Intermediate' OR 'Foundation'. <input type="checkbox"/> Soft skills (e.g. 'Strong communicator', 'Highly motivated') SHOULD NOT BE INCLUDED. 	
<input type="checkbox"/> EDUCATION	<ul style="list-style-type: none"> <input type="checkbox"/> Section heading – 'Education'. <input type="checkbox"/> Qualifications listed in reverse chronological order (i.e. most recent degree first working backwards). <input type="checkbox"/> Start and end dates for each qualification (recommend including both month and year). <input type="checkbox"/> Full, correct title of qualification (including specialisation/major if applicable). <input type="checkbox"/> Full, correct name of university/institution. <input type="checkbox"/> Location (suburb if in Australia, city and country if international). <input type="checkbox"/> Noteworthy achievements and experiences listed below using concise bullet point format (e.g. scholarships, academic awards, WAM average, study exchanges/tours, leadership roles, student societies). 	
<input type="checkbox"/> EXPERIENCE	<ul style="list-style-type: none"> <input type="checkbox"/> Section heading – 'Experience', 'Professional Experience' or 'Work Experience'. Consider including additional headings if appropriate (e.g. 'Relevant Industry Experience', 'Internships', 'Projects', 'Voluntary Experience'). <input type="checkbox"/> Listed in reverse chronological order (i.e. current or most recent position first working backwards). <input type="checkbox"/> Start and end dates for each position (must include both month and year). <input type="checkbox"/> Full, correct name of the organisation. <input type="checkbox"/> Full, correct position title. <input type="checkbox"/> Location (suburb if in Australia, city and country if international). <input type="checkbox"/> Written in neutral language (i.e. no personal pronouns such as I, we, me). <input type="checkbox"/> Bullet point statements focused on skills and results (opposed to tasks) – use the formula: Action verb + Problem/Situation + Result/Outcome for each. <input type="checkbox"/> Bullet points tailored to highlight experiences and skills that relate to the role and industry and ordered according to relevance. 	
<input type="checkbox"/> ADDITIONAL INFORMATION (OPTIONAL)	<ul style="list-style-type: none"> <input type="checkbox"/> Consider including additional headings or sub-headings if relevant – (e.g. 'Professional Membership', 'Courses and Certifications', 'Volunteer Work', 'Technical Skills', (including proficiency), 'Projects', 'Extra-Curricular Activities', 'Languages' (including proficiency), 'Interests'). 	
<input type="checkbox"/> REFEREES	<ul style="list-style-type: none"> <input type="checkbox"/> Section heading – 'Referees'. <input type="checkbox"/> List 'Available upon request' OR list 2-3 referees with their name, role, organisation, relationship to you. Optional to include email and phone number. 	

LANGUAGE | PRESENTATION AND FORMATTING

LANGUAGE

- Spelling and grammar is accurate throughout the cover letter. Ensure specific attention to correct capitalisation. (Recommend consistent use of UK opposed to US English).
- Content can be easily read and understood on fast review. Sentences are short and use plain English.
- Abbreviations and acronyms are only used when necessary and defined in the first instance before being used throughout.

PRESENTATION AND FORMATTING

- Length does not exceed 3 pages.
- Bullet points are used and no lengthy paragraphs are included.
- Graphics, tables, photos, borders, colour, icons, banners **SHOULD NOT BE INCLUDED.**
- Content is balanced and avoids excessive white space or cramming.
- Font:
 - Font style is easy to read (e.g. Calibri or Arial recommended).
 - Font style is consistent throughout.
 - Font size is consistent throughout (recommended 12-14 for headings, 10-11 for content).
 - Highlighting is consistent throughout (e.g. use of capitalisation, bold, italics, underline).
- Alignment:
 - Margin width is consistent.
 - Spacing and alignment is consistent throughout (e.g. spacing between sections, headings, dates).
 - Bullet point style and alignment is consistent throughout.
- A professional file name is used. (Recommend 'First name Surname Resume.pdf').
- A signed declaration **SHOULD NOT BE INCLUDED.**

Disclaimer:

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