Résumé Writing 101: Checklist

CSMLS spoke to multiple hiring and laboratory managers across Canada to get a sense of what employers are looking for in a résumé. After all, you only get one chance to make a first impression!

Here is a checklist to follow while creating your next résumé:

Overall

* Résumé is two-pages long (not including cover letter)
* Cover letter is no more than one page
* Concise and clear presentation of information
* Spelling and grammar has been checked
* Important information is in the top third of the page (not buried)
* Easy-to-read font
* Headers are clear
* Was reviewed by someone else
* Effort was expended creating it

What to Include

* Contact information (name, email, address, phone number, etc.)
* Professional email address
* Credentials (if applicable)
* Transferable skills
* Words and phrases directly from the job posting
* Employment experience is a list of accomplishments not duties
* Summary of qualifications/career highlights
* Any specialized training
* No objective statement, or if you have one, it’s not just that you are looking for a job
* High school information is NOT included
* Reference statement: “Available upon request”