

Company: _____

Position: _____

Resume Type: Functional Chronological

Keywords to Include:

Editing Proofread by: _____

- Proofread for grammar, spelling, punctuation, consistency
- Read out loud
- Included contact information
- Included keywords
- Tailored the resume to the specific job listing
- Included numbers or percentages to illustrate skills and abilities

Quality Check

- Quality paper
- No graphics
- Proper email
- Phone number
- Relevant hobbies
- Stain free
- Extra copies

Misc Notes

Last Updated: _____