

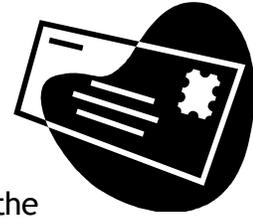
Resume & Job Application Letter Checklist

Review your own resume & job application letter as though you are a hiring manager.
How you stack up?

Resume

- Looks clean and crisp
- Offers more than one way for the potential employer to contact the applicant (and does NOT use a work e-mail address, unless it's for an internal position at the company where you currently work)
- Smells like paper (not smoke or perfume)
- Has helpful headings for the information
- If included, the objective includes both a career field and an industry
- Includes information about your educational history
- Uses strong action verbs throughout
 - count the number of “to be” verbs _____ – the fewer the better
 - count the number of “duties/responsibilities included” _____ – should be zero
- Highlights important information by using appropriate use of color, **bold**, *italics*, CAPITALS or underlining
- Is specific - you get a good picture of the applicant's experience & skills by reading it
- Is error-free (count the number of misspelled words _____, other errors _____)
- Avoids all of the deadly dozen resume mistakes (height, weight, health, sex, marital status, number of children, religion, ethnic origin, date of birth, photos, reasons for leaving previous jobs, salary history)

Job Application Letter



- Looks clean and crisp
- Offers more than one way for the potential employer to contact the applicant (and does NOT use a work e-mail address, unless it's for an internal position at the company where you currently work)
- Is error-free (count the number of misspelled words _____, other errors _____)
- Addresses the job-application letter to the person with the ability to hire (never "To whom it may concern" – letters addressed this way rarely concern anyone). If this name is not known, it uses the title: for example, "Dear Training Department Manager."
- Clearly states the position applicant is applying for, early in the letter
- Shows a knowledge of the company and the position
- Offers additional information that is not mentioned in the resume . . . targeted at solving this specific employer's needs
- Contains a you-attitude. (Count the number "I"s in the letter _____, number of times "I" starts a paragraph _____)
- Portrays a positive, upbeat view of the applicant
- Includes a CC to the current leader, if the position is an internal position
- Takes the initiative at the end of the letter by telling the potential employer when the applicant will follow up on this letter

BOTTOM LINE: Would you want to call the applicant in for an interview, based solely on this resume and job application letter?

- Yes No - send a DJ (rejection) letter