

Activity #5: Final Checklist

Superpowers

- Have you selected approximately 3 superpowers or skills to emphasize throughout your document through both your section headings and bullet points?
- Would the superpowers or skills you most wanted to emphasize be obvious even to someone unfamiliar with your resume?

Section Headings

- Are your section headings in order, so Education section first, then Experience sections (e.g. Research, Teaching and Mentorship, Leadership, Advocacy and Outreach, etc.), and then finally Outcomes sections (e.g. Awards, Publications, Presentations, Skills)?
- Have you sufficiently customized your section headings based on your field and, if applicable, area of specialty?
- Are your Experience sections ordered from most relevant and impressive to least relevant and impressive, so ideally with your three "Superpower" sections first?

Experiences

- Have you included the title/role, the name of the organization, the city, the state, and the dates, including the month and year, for each position?
- Are all your experiences listed in reverse chronological order within each section?

Research Bullet Points

- Does your first bullet point inform the reader of both the desired impact you were hoping to achieve through your research, i.e. your goal, as well as how you hoped to achieve it, i.e. an overview of the project?
- Does your second bullet point describe your responsibilities during this project, as well as any specific research skills you want to highlight?
- Does your third bullet point (or fourth, if you needed an extra bullet point for responsibilities) highlight any relevant outcomes from this project, e.g. publications or presentations?

Clinical Bullet Points

- Do each of your clinical experiences include the 5 points of excellent descriptive text, i.e. 1) setting, 2) population, 3) clinical issues, 4) teamwork, and 5) clinical skills?

Non-Clinical Bullet Points

- Does each bullet point map to a specific skill, ideally one in alignment with your "superpowers" or the skills you are most trying to highlight for the position?
- Have you included a strong action verb that reflects that skill?

- Have you included all of the relevant context, including important details and any impressive quantifiabiles?
- Have you included an "evaluation" that either demonstrates that you did the task well or communicates your "why," so either the result you achieved or the goal you were trying to accomplish?
- Do you vary your action verbs to avoid repetition so that you are not using the same action verb more than twice in your document?

Formatting

- Is your name emphasized appropriately at the top of the first page, so at least 2-4 font sizes larger than the rest of your text (size 14-20), and is it capitalized or bolded for further emphasis?
- Are you using a simple font style, e.g. Times New Roman or Arial?
- Is your font size large enough, e.g. 11-12 for Times New Roman or 10 for Arial?
- Are your margins either .5 or 1 inch all around?
- Are your dates on the right side?
- Do your dates follow a consistent format?
- Have you included both the month and year for each date? (Remember, for the dates in Education, just include the graduation dates!)
- Do you use, or abstain from using, periods consistently throughout the document in your bullet points?
- Have you spelled out any acronyms the first time you use them?
- Is your document the recommended length, so 1-2 pages for resumes, 2-4 pages for most CVs?
- Have you double checked for typos or punctuation errors?