

## My Resume - Final Check

- ☐ Did I use a professional-looking font (i.e. Arial, Calibri, Times New Roman)?
- ☐ Did I avoid using first person language ("I", "me", "we", "us")?
- ☐ Is the resume no more than one page?
- ☐ Did I proofread my resume – did I read each line out loud to make sure it sounds right?
- ☐ Did I ask someone else to proofread it too?
- ☐ Did I save my resume on the computer in a place where I can find it again?
- ☐ Should I email the resume to myself so I am storing it there too?
- ☐ Did I print the resume on white paper, using black ink?