

# Resume Checklist

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## A STEP BY STEP GUIDE

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- Personal/Contact Details**  
Your name, telephone number, address, email.  
Maybe your website or social media.  
Maybe you age and a photograph.

**Notes:**

- Objective**  
First impressions are very important and this will be your first impression with your potential employer. Why do you want this particular job? What do you want to achieve in the future?

- Work Experience**  
List details of any jobs you have had in the past. You should list the name of the company, your position and the dates you worked there. Finally, you should list your responsibilities or duties.  
If you do not have any work experience, have you done any volunteer work or extra-curricular activities?

- Education**  
List the school name, the dates you attended and the subjects you took and what grades you achieved.

- Qualifications/Achievements**  
Have you gained any certificates or awards outside of school? List them in this section and give details about when and why you were awarded them.

- Skills**  
In this section you can list what other skills you may have, which could include the languages you speak, the computer software you are familiar with, or technology you can use.

- References**  
Many jobs will require you to provide references, which means contact details of people who will give you a reference (and say you would be a good worker). They could be a teacher, a boss or someone in a position of authority.