

Resume checklist

This resume checklist is designed to support you in refining your resume and/or to use when reviewing a peer's resume.

This checklist has been created based on the typical requirements for Australian job applications. To see examples for other countries, review the [GoinGlobal Countries Guide](#).

Resume format

- ☐ Consistency in formatting (e.g. dot points full-stops used consistently across all sections)
- ☐ Headings are included that guide the reader through the relevant sections (e.g. Contact details, Education, Experiences, Referees etc.)
- ☐ Maximum of 2-4 pages (unless otherwise specified within the job listing)
- ☐ Easy to read font style, size, and colours
- ☐ Contains no typing, spelling or grammatical errors

Contact details

- ☐ Professional email address included
- ☐ Australian mobile number
- ☐ Optional: LinkedIn URL
- ☐ Optional: Visa details (for residents)

Career objective

- ☐ A career summary is included with 3-4 sentences (approximately 4 lines)

Education section

- ☐ Education section included with expected graduation date (if applicable)
- ☐ Optional: Any other relevant certificates/qualifications
- ☐ All education listed in reverse chronological order (e.g. most recent – oldest)

Experience section

- ☐ Experience section is included which may incorporate professional work experience, placements/internships, and other extracurricular activities
- ☐ All experiences are listed in reverse chronological order (e.g. most recent – oldest)
- ☐ Dot points under each role are written in full sentences, are achievement/action-oriented and include action verbs

Optional section/s

Please note: For these optional sections, only provide details if they are relevant to the role you are applying for.

- ☐ Professional development: this may include any professional development courses or training you have completed (e.g. Fire safety)
- ☐ Achievements: if you have received any awards, it is recommended to include a separate achievements section. This may include academic merit awards, leadership, or any other type of award
- ☐ Publications: for students who are seeking to pursue an academic or research career pathway, it is recommended to include research publications (e.g. book chapters, books, research articles, etc.) and any conference presentations

Referees

- ☐ Referees section included with at least 2 professional referees. For their contact details, you may wish to write "Contact details to be provided upon request".

For further details, please contact:

Career Development

Student Enrichment and Success

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employability.uq.edu.au/career-development



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