

RESUME CHECKLIST

YOUR RESUME SHOULD BE:

- Simple (employer will spend 5-10 seconds reading your resume)
- Clean and readable; neatly spaced
- Completely accurate and honest; be specific
- 1 page if possible, but no more than 2 pages
- Created using Word; do NOT use a template
- Written using standard font styles and sizes:
 - Times New Roman (size 11 or 12)
 - Arial (size 10 or 11)
- Margins no *larger* than 1 inch on sides, top, and bottom
- Margins no *smaller* than ½ inch on top and bottom and 1 inch on sides
- Single-spaced within sections
- Double-spaced between sections

OVERALL GUIDELINES:

- Include only things that will help get the job
- List your strongest qualifications first, especially if you have a lengthy work history
- Do not include references
- Be consistent with punctuation and format
- Use the spell check and proofread
- Try to keep to one page
- Make resume presentable and easy to read
- Never use I, me, my, our, or other pronouns
- Avoid contractions and abbreviations
- Omit personal information (marital status, hobbies, physical appearance, or religion)
- Do not cut and paste your resume into an email
- Printed on quality paper (white, ivory, or light gray)

HEADING

- Name (larger than the resume font, so that it stands out)
- Address (use current address)
- Telephone (with voice mail)
- Email Address
- Do not label phone and email

OBJECTIVE

- Name the position you want
- A type of position in a specific industry

EDUCATION

- Use proper name of college or university
- Current or most recent university listed first
- Spell out name of degree(s)
- Give year graduated or expected graduation year
- Include GPA if 3.0 or above
- **Do not** include high school information

RELEVANT COURSES (optional)

- Career related courses
- Include if your work experience is limited

EXPERIENCE

- Most recent job first (reverse chronological order)
- All experience counts: full-time, part-time, volunteer, internships
- Organization name with city and state
- Title of position with years
- List duties as bulleted items; sentence punctuation is not necessary
- List most important duties first
- Begin each phrase with an action verb
- Use past tense for past jobs
- Focus on your value to the employer
- Go back no more than 10 years (usually)

SKILLS

- Career-related skills such as language and computer
- List as nouns

ACTIVITIES/HONORS/AFFILIATIONS/PROJECTS (optional)

- Career Related
- May be used if you have limited work experience

ACTION VERBS – BY SKILLS CATEGORIES

Use these verbs to describe your skills and accomplishments when writing your resume and cover letters.

Communication Skills

- Articulated
- Clarified
- Collaborated
- Communicated
- Consulted
- Conveyed
- Convinced
- Debated
- Directed
- Discussed
- Explained
- Influenced
- Interpreted
- Listened
- Marketed
- Mediated
- Moderated
- Negotiated
- Persuaded
- Presented
- Proposed
- Reported
- Resolved
- Summarized
- Translated

Creative Skills

- Adapted
- Composed
- Conceptualized
- Created
- Customized
- Designed
- Developed
- Directed
- Established
- Formulated
- Founded
- Illustrated
- Initiated
- Instituted
- Integrated
- Introduced
- Invented
- Modified
- Originated
- Performed
- Planned
- Revised
- Revitalized
- Shaped
- Solved

Financial Skills

- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Balanced
- Budgeted
- Calculated
- Computed
- Corrected
- Determined
- Developed
- Estimated
- Forecasted
- Managed
- Marketed
- Measured
- Planned
- Prepared
- Projected
- Reconciled
- Reduced
- Researched
- Retrieved

Helping Skills

- Advocated
- Aided
- Assessed
- Assisted
- Collaborated
- Contributed
- Cooperated
- Counseled
- Demonstrated
- Educated
- Encouraged
- Ensured
- Guided
- Helped
- Insured
- Motivated
- Prevented
- Provided
- Referred
- Rehabilitated
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered

Management Skills

- Administered
- Analyzed
- Assigned
- Coordinated
- Delegated
- Developed
- Directed
- Enforced
- Established
- Executed
- Improved
- Incorporated
- Initiated
- Inspected
- Instituted
- Managed
- Motivated
- Organized
- Planned
- Produced
- Reorganized
- Reviewed
- Scheduled
- Streamlined
- Supervised

Organizational Skills

- Arranged
- Catalogued
- Categorized
- Classified
- Coded
- Collected
- Compiled
- Distributed
- Generated
- Incorporated
- Inspected
- Maintained
- Monitored
- Operated
- Organized
- Prepared
- Processed
- Reviewed
- Routed
- Scheduled
- Screened
- Supplied
- Systematized
- Updated
- Verified

Research Skills

- Advised
- Analyzed
- Clarified
- Collected
- Conducted
- Critiqued
- Detected
- Evaluated
- Examined
- Explained
- Explored
- Extracted
- Formulated
- Gathered
- Inspected
- Interviewed
- Investigated
- Located
- Measured
- Researched
- Reviewed
- Solved
- Summarized
- Surveyed
- Tested

Technical Skills

- Assembled
- Built
- Calculated
- Computed
- Constructed
- Converted
- Designed
- Determined
- Developed
- Engineered
- Fabricated
- Installed
- Maintained
- Operated
- Printed
- Programmed
- Rectified
- Regulated
- Remodeled
- Repaired
- Restored
- Solved
- Standardized
- Upgraded
- Utilized