



# RESUME CHECKLIST

## Contact Information

- Your First & Last Name (Larger than the rest of the text, without being distracting)
- Phone Number     Professional Email Address     Complete mailing address

## Job Objective

- State the type of position desired and the kind of company, industry or organization for which you want to work. You may also include specific skills or abilities you have and would like to use which relate to the position for which you are applying.
- Be concise and employer centered.
- Avoid being vague but do not be so specific that you eliminate yourself from other closely related positions.
- Follows your contact information at the top of the resume.

## Education

- Name of Institution
  - Location
  - Name of Degree & Major
  - Graduation Date (Month & Year)
- This section is also a good place to include your GPA (If above a 3.0), any relevant coursework, or other honors.

## Experience

- Job Title
- Name of Company
- Dates Worked (Month & Year Only)
- Location
- List of Job Responsibilities/Accomplishments in bullet format (3-5 max per entry)

## Campus Involvement & Volunteer Work

- Name of Organization     Dates Involved     Position Held (If Relevant)
- If it is a volunteer position, list the number of hours you committed.
- Can the reader tell what the organization was by the name? If not, describe your organization.

## Content

- Resume is clearly tailored to the desired position, using specific keywords found in the job description.
- Writing is clear, professional, and concise.     Personal pronouns such as "I," "me," and "my" are not included.

## Skills & Certifications

- If necessary and relevant, separate your skills into categories (i.e. languages, software programs, etc.). This will not be necessary for everyone.
- Skills are things that can be independently verified such as being proficient in a computer programming language or being certified in a particular technique. Qualities such as being responsible, good natured, or reliable should be omitted as these are subjective qualities.

## Formatting & Appearance

- Margins are set between .5-1 inches.
- Readable font, 10-12 points. Use standard type fonts such as Times Roman or Calibri.
- Resume is only one page.
- Formatting is consistent, with all dates aligned and each entry formatted identically to match others.
- Save your resume as a PDF file.

## Punctuation & Grammar

- Clear and professional with no spelling or grammar errors.
- Correct verb tenses are used. Positions that have ended should use past tense.

## Organization

- Headings are ordered in importance for the needs of this resume and your industry.
- Heading titles highlight relevant skills or experiences.
- Content and experience details are listed consistently, such as titles and dates.
- Experiences are in reverse chronological order (Most recent experiences first).

### Tips on Submitting

- Online to an Employer's Website: Submit your resume and cover letter carefully following their specific instructions. Online submission processes vary by employer. You may need to complete an online employment application. Other documents may be requested, such as transcripts, portfolio, writing samples and professional references.
- By Email: Provide a brief introductory email and also attach your cover letter and resume as labeled PDF files.
- By Mail: Print your resume and cover letter on white resume paper. Sign your cover letter, use a 9" x 12" envelope and do not fold or staple documents.

# Functional Skills and Action Verbs

Use an action verb rather than “duties included” or “responsible for.”

## Team Leadership

administered  
collaborated  
completed  
contracted  
coordinated  
developed  
devised  
directed  
distributed  
elected  
established  
evaluated expanded  
implemented  
initiated  
introduced  
led a team  
maintained  
managed  
organized  
patented  
planned  
planned events  
rated  
selected  
simplified  
started  
recommended  
regulated  
works with a team

## Management

Financial  
accounted for  
administered  
advised  
analyzed  
balanced  
booked  
budgeted  
compared  
compiled  
computed  
coordinated  
corresponded  
defined  
demonstrated  
financed  
implemented  
maintained  
proposed  
prepared  
purchased  
reconciled  
scheduled  
summarized  
trained

## Human Resources

allocated  
appointed  
commissioned  
designed  
developed evaluated  
hired  
installed  
instructed  
interviewed  
recruited  
supervised

## Office/Equipment/

### Inventory

accepted  
catalogued  
contracted  
controlled  
coordinated  
developed  
executed  
expanded  
functioned  
improved  
increased  
inventoried  
maintained  
managed  
negotiated  
operated  
patented  
produced  
programmed  
saved  
sold  
verified

## Technical/ Engineer

achieved  
adjusted  
analyzed  
appraised  
assembled  
assigned  
assisted  
calculated  
calibrated  
compiled  
conducted  
conferred  
consulted  
converted  
coordinated  
designed  
developed

devised  
directed  
disassembled  
drafted  
drew  
estimated  
evaluated  
examined  
fabricated  
formulated  
generated  
inspected  
installed  
interpreted  
introduced  
maintained  
measured  
modified  
observed  
operated  
originated  
prepared  
programmed  
provided  
recommended  
recorded  
reviewed  
selected  
set up  
sketched  
supervised  
tested

## Customer Relations

advertised  
assisted  
greeted  
handled  
helped  
negotiated  
promoted  
persuaded  
responded  
served  
welcome

## Communications

Written  
authored  
composed letter  
designed forms  
drafted  
edited  
prepared  
published  
revised

## Oral

addressed  
conducted  
influenced  
instructed  
interpreted  
lectured  
presented  
spoke to  
taught

## Performing

attended  
participated  
performed  
presented  
scheduled  
selected  
supervised  
trained

## Human Relations

### Interpersonal

assessed  
conducted  
corresponded  
counseled  
demonstrated  
determined  
documented  
educated  
encouraged  
empowered  
examined  
explained  
followed-up  
implemented  
informed  
instructed  
interpreted  
interviewed  
monitored  
motivated  
negotiated  
observed  
provided  
recommended  
recruited  
taught  
translated  
tutored

### Organizational

advocated conferred  
consulted  
facilitated  
led  
presented  
referred  
represented

## Leadership (Office Held)

acted  
advised  
analyzed  
arranged  
assisted  
collected  
compiled  
conferred  
coordinated  
delegated  
designed  
developed  
directed  
disseminated  
evaluated  
explained  
maintained  
managed  
participated  
performed planned  
prepared  
presided  
promoted  
purchased  
recorded  
recruited  
represented  
reviewed  
revised  
scheduled  
selected  
sent  
supervised visited  
welcomed

## Multicultural

lived in #  
cities, states,  
countries  
speak, read, or  
write foreign  
language  
experienced work in  
(name  
country)  
interpreted  
observed  
different  
work  
environments  
translated