Resume Checklist

Layout & Appearance	Yes	No
Is my name at the top of the page and in bold? Are my address, phone number and email easy to read?		
Is my resume an appropriate length? (1 page preferred)		
Is formatting (e.g. bold, font, bullet sizes, heading styles) consistent throughout the resume? Are the headings and statements evenly spaced?		
Are verb tenses in the present tense for current jobs? Are verb tenses in the past tense for previous jobs?		
Do I have approximately 2-6 statements per job? (Bullet form is recommended.)		
Content	**Yes**	**No**
Does my objective statement clearly state what I am seeking and what I will bring to the position?		
Did I include the following headings: Education, Experience, and Skills?		
Does my education section state my official degree and expected graduation date? Did I include my cumulative GPA (if a 3.0 or above)? Is my GPA accurate?		
Do my statements demonstrate major accomplishments rather than routine tasks/duties? Check the statements that demonstrate your accomplishments.		
Do my accomplishment statements start with action verbs? (See below for examples of action verbs.)		
Do my accomplishment statements demonstrate the use of key skills? (See top skills employers seek.)		
Do my statements demonstrate the results of my accomplishments? Did I quantify my results (e.g. use numbers when possible)?		
Does my resume end with strength? (e.g. Skills, Activities section)		
Is my resume completely free from spelling, punctuation and grammatical errors?		

Action Words

accomplished	completed	familiarized	monitored	scheduled
achieved	composed	formulated	motivated	selected
adapted	concluded	gained	negotiated	solved
administered	conducted	generated	obtained	started
advised	coordinated	identified	operated	streamlined
analyzed	corresponded	implemented	organized	strengthened
arranged	created	improvised	participated	structured
assembled	demonstrated	increased	planned	supervised
assessed	designed	influenced	presented	surveyed
authored	developed	initiated	produced	taught
balanced	directed	instructed	programmed	tested trained
bargained	drafted	interpreted	promoted	transformed
broadened	earned	interviewed	provided	translated
budgeted	edited	introduced	purchased	traveled
built	encouraged	investigated	recruited	updated
calculated	established	maintained	reduced	upgraded
classified	evaluated	managed	represented	utilized
communicated	examined	marketed	researched	wrote
compiled	explained	moderated	review	

*Top Skills Employers Seek

1. Communication skills

2. Computer skills

3. Strong work ethic

4. Teamwork skills (works well w/others)

5. Initiative

6. Analytical Skills

7. Flexibility/adaptability

8. Interpersonal skills (relates well to others)

9. Problem-solving skills

10. Technical skills