

Resume Checklist

Presentation and Layout

- | | | |
|--|------------------------------|-----------------------------|
| Is my resume laid out and presented in a professional manner? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are my headings and sub-headings clear? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did I make sure that my headings, fonts, dates and titles are consistent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did I use indentation, underlining, capitals, and white space effectively? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did I organize my resume in a logical manner? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Structure

- | | | |
|---|------------------------------|-----------------------------|
| Are my sections ordered according to relevance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are my sections ordered in a chronological manner, with most recent information listed first? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Language

- | | | |
|--|------------------------------|-----------------------------|
| Is my language usage clear and straight forward? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did I make sure that my sentences begin with an action verb whenever possible? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Action Verb: Use the attached list of action verb examples to assist you in writing your resume. | | |
| Did I use key words and phrases that are relevant to my target work area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Key Words: Use the attached list of key word examples to assist you in writing your resume. | | |
| Did I double-check that my grammar, punctuation and spelling are all correct? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did I write in the past tense for events that happened in the past and the present tense for present events? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did I remember to avoid using jargon and abbreviations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Overall

- | | | |
|---|------------------------------|-----------------------------|
| Is my resume tailored to the specific position I'm applying for? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did I provide only truthful information? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is my cover letter prepared? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is my reference list prepared? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did I make sure that I included information that is quantifiable? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Quantifiable Information: information and results that include numbers and/or percentages that demonstrates the impact you had on an organization.

Examples of Quantifiable Information:

- Supervised 45 Phone operators
- Increased sales by \$250,000 during the 2005 fiscal year
- Achieved a 95% customer satisfaction rate

Action Verbs*

Communication / People Skills

Addressed	Conveyed	Formulated	Moderated	Reported
Advertised	Convinced	Furnished	Negotiated	Resolved
Arbitrated	Corresponded	Incorporated	Observed	Responded
Arranged	Debated	Influenced	Outlined	Solicited
Articulated	Defined	Interacted	Participated	Specified
Authored	Developed	Interpreted	Persuaded	Spoke
Clarified	Directed	Interviewed	Presented	Suggested
Collaborated	Discussed	Involved	Promoted	Summarized
Communicated	Drafted	Joined	Proposed	Synthesized
Composed	Edited	Judged	Publicized	Translated
Condensed	Elicited	Lectured	Reconciled	Wrote
Conferred	Enlisted	Listened	Recruited	
Consulted	Explained	Marketed	Referred	
Contacted	Expressed	Mediated	Reinforced	

Creative Skills

Acted	Created	Established	Introduced	Revised
Adapted	Customized	Fashioned	Invented	Revitalized
Began	Designed	Formulated	Modeled	Shaped
Cared for	Developed	Founded	Modified	Solved
Combined	Directed	Illustrated	Originated	
Composed	Displayed	Initiated	Performed	
Conceptualized	Drew	Instituted	Photographed	
Condensed	Entertained	Integrated	Planned	

Data / Financial Skills

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

Helping Skills

Adapted	Clarified	Educated	Helped	Rehabilitated
Advocated	Coached	Encouraged	Insured	Represented
Aided	Collaborated	Ensured	Intervened	Resolved
Answered	Contributed	Expedited	Mentored	Simplified
Arranged	Cooperated	Facilitated	Motivated	Supplied
Assessed	Counseled	Familiarized	Prevented	Supported
Assisted	Demonstrated	Furthered	Provided	Volunteered
Cared for	Diagnosed	Guided	Referred	

Management / Leadership Skills

Administered	Coordinated	Headed	Navigated	Reviewed
Analyzed	Decided	Hired	Organized	Scheduled
Appointed	Delegated	Hosted	Originated	Secured
Approved	Developed	Improved	Overhauled	Selected
Assigned	Directed	Incorporated	Oversaw	Streamlined
Attained	Eliminated	Increased	Planned	Strengthened
Authorized	Emphasized	Initiated	Presided	Supervised
Chaired	Enforced	Inspected	Prioritized	Terminated
Considered	Enhanced	Instituted	Produced	
Consolidated	Established	Led	Recommended	
Contracted	Executed	Managed	Reorganized	
Controlled	Generated	Merged	Replaced	
Converted	Handled	Motivated	Restored	

Organizational Skills

Approved	Corresponded	Monitored	Registered	Supplied
Arranged	Distributed	Obtained	Reserved	Standardized
Catalogued	Executed	Operated	Responded	Systematized
Categorized	Filed	Ordered	Reviewed	Updated
Charted	Generated	Organized	Routed	Validated
Classified	Implemented	Prepared	Scheduled	Verified
Coded	Incorporated	Processed	Screened	
Collected	Inspected	Provided	Set up	
Compiled	Logged	Purchased	Sorted	
Corrected	Maintained	Recorded	Submitted	

Research Skills

Analyzed	Determined	Formulated	Located	Summarized
Clarified	Diagnosed	Gathered	Measured	Surveyed
Collected	Evaluated	Identified	Organized	Systematized
Compared	Examined	Inspected	Researched	Tested
Conducted	Experimented	Interviewed	Reviewed	
Critiqued	Explored	Invented	Searched	
Detected	Extracted	Investigated	Solved	

Teaching Skills

Adapted	Critiqued	Focused	Persuaded	Transmitted
Advised	Developed	Guided	Set goals	Tutored
Clarified	Enabled	Individualized	Simulated	
Coached	Encouraged	Informed	Stimulated	
Communicated	Evaluated	Instilled	Taught	
Conducted	Explained	Instructed	Tested	
Coordinated	Facilitated	Motivated	Trained	

Technical Skills

Adapted	Constructed	Fabricated	Programmed	Solved
Applied	Converted	Fortified	Rectified	Specialized
Assembled	Debugged	Installed	Regulated	Standardized
Built	Designed	Maintained	Remodeled	Studied
Calculated	Determined	Operated	Repaired	Upgraded
Computed	Developed	Overhauled	Replaced	Utilized
Conserved	Engineered	Printed	Restored	

More Skills

Achieved	Electrified	Perfected	Spearheaded	Unified
Completed	Expanded	Quoted	Transferred	
Effectuated	Pioneered	Sparked	Treated	

* **Action Verbs information adapted from the following sources:**

- http://www.quintcareers.com/action_skills.html
- <http://www.asu.edu/studentaffairs/career/Files/ActionVerbs.pdf>

Key Words**

Administration / Management

Business Alliance Building	Employee Relations
Business Development	Leadership Development
Contract Negotiations	Logistic Operations
Contractual Relationships	One-time Agreements
Departmental Operating Budget	Operational Development
Departmental Policy & Procedures	Performance Evaluations

Administrative / Secretarial

Customer Development	Office Maintenance
Database Administration	Quality Customer Care & Retention
Front-end Operations	Word / Data Processing
Multi-line Communication System	

Accounting

Account Management	Collections
Accounting Software	Departmental Budgeting
Accounts Payable	Line-item Accounting
Accounts Receivable	Profit & Loss Reports
Benefits Administration	

Engineering

Biomedical	HVAC Distribution Systems
Blueprint Reading	ISO Auditor
CAD Concepts	Kinematic Analysis
Chemical	Linear Integrated Circuits
Civil	Manufacturing
Computer	Materials Science
Design Realization	Mechanical
Electrical	Metrology
Electrical Circuits & Instruments	Microprocessor / Microcontroller Systems
Electronic Communications & Technology	Optoelectronics
Equipment Measurement & Control	Programmable Controllers
Fluid Mechanics	Programming
Human Factors	Psychometrics

Healthcare

Assessment	Initial Therapies
Assisted Living Housing	Intake Personnel
Benefit Eligibility & Determinations	Long-term Care
Coding	Medical Billing & Transcription
Congregate Housing	Medical Evaluation
Emergency Response System	Medical Terminology
Extended Care	Patient & Quality Care
Holistic Healing	Short-term Care
In-home Services	

Human Resources

Affirmative Action / EEO Regulations	Personnel Training
Employee Orientation	Pre-employment Screening
Employee Relations & Mediation	Recruitment Programs
HR Program Development	Staffing / Scheduling Requirements
Labor Relations	State & Federal Rules and Regulations
Performance Development	Training / Orientation

Information Technology / Information Systems

Administrator	Integrator
Advisor	Internet
Analyst	Intranet
Architect	Planner
Client / Server Environment	Programmer
Consultant	Project Manager
Database Management Systems	Software & Network Operations
Designer	Specialist
Developers	System Maintenance & Upgrades
Development Manager	System Operator
Editor	Technical Support
End-user Software Applications	Technician
Engineer	User Support
Estimator	Web Applications
Hardware & Software Troubleshooting	Web Server Administration
Help Desk Assistance	Writer

Procurement / Purchasing / Inventory

Backorders	Just-in-time (JIT)
BidNet Interface	Loss & Damage Claims
Business-to-business	Negotiations & Logistics
Buyers	Production Control
Cash Control	Purchasing Procedures & Techniques
Claims	Rates
Containerization	Repairable Assets
Equipment Assets	Supply Chain Operations & Management
Import / Export	Tariffs
Inventory Control	Transportation

Legal

Family Law	Litigation Procedures
Law Office Management	Probate / Probation
Legal Researching & Writing	Subrogation Logistics

Sales

Client Base	Networking
Client Relationship Building	One-call Sale
Event Marketing	Outside / Inside Sales
Lead Groups	Promotional Tactics
Marketing Strategies	Selling Strategies
Material Forecasting	

**** Key Words information adapted from the following source:**

- <http://www.resumetoolbox.com/resume-key-phrases.html>