

RESUME WRITING CHECKLIST

- ✍ Use 8-1/2 x 11 inch white bond paper of good quality.
- ✍ Use margins and good spacing, which make it easy to read.
- ✍ Arrange the resume to capture the reader's attention! An employer should be able to glance at your resume and know what you can do for the company.
- ✍ Keep your resume to one page if at all possible—two at the most.
- ✍ Always include a cover letter with your resume unless employer advises otherwise.

Do...

- ✓ Gather all your information before you write your resume.
- ✓ Start with your full name, address and phone number.
- ✓ Emphasize accomplishments (not duties) of past jobs and activities.
- ✓ Use action verbs (see list).
- ✓ Be positive.
- ✓ Place your strongest topics first: education or experience.
- ✓ List your highest level of educational achievement first.
- ✓ Expand on relevant job experiences and condense the rest.
- ✓ Discuss military experience briefly, if relevant.
- ✓ State willingness to relocate if applicable.
- ✓ Account for any time gaps in employment.
- ✓ Stick to the facts.
- ✓ Tailor your resume to the job description of each position for which you apply.

Don't...

- ✗ Lie about anything in your resume.
- ✗ Put anything in your resume that indicates age, gender, race, religion, marital status, children or spouse's career.
- ✗ List salary information unless specifically requested.
- ✗ List reasons for leaving past employers.
- ✗ Use "I."
- ✗ Use a lot of dates and numbers.
- ✗ List names and addresses of references.
- ✗ Abbreviate except for listing degrees (A.S., B.S.).
- ✗ Send a poorly reproduced copy.
- ✗ Go overboard with self-praise.
- ✗ Include every part-time job unless it relates.
- ✗ Hand deliver a resume unless told to do so.
- ✗ Scratch/whiteout or add anything by hand.

△ Action Verbs

Use plenty of strong action verbs like the following:

accomplished
achieved
completed
controlled
delegated
designed
directed
established
generated
increased
initiated
managed
organized
produced

Optional

Your career objective is recommended but does not have to appear if a specific objective is included in the cover letter.