

RESUME CHECKLIST

OVERVIEW

	Does your resume look like a professional document; error free -and- a statement of honesty?
	Does your resume demonstrate that you have kept your objective in mind?
	Did you use action phrasing or language that positively markets your qualifications and achievements?
	From the perspective of the employer, is your resume an impressive, easy-to-read “snap shot” of you that provides enough reasons to invite you for an interview?

ORGANIZATION

	Are you using the proper format for your resume: chronological, functional, or a combination?
	Does your name stand out at the top of the page and is it easy to find your section headings?
	Do you have a two-page resume? Is your “Name” and “Page 2” on the top of your second page?
	Are the most relevant or professionally impressive sections toward the top of your resume document?
	Are your education entries listed either highest (current education) or most relevant first?
	Are your experiences listed most recent first (current employment first or reverse chronological order)?

CONTENT

	If an objective, or summary statement, is used does it project knowledge of the desired career field by using appropriate phrasing and highlighting relevant skills?
	Includes at a minimum: objective, skills or qualifications, education, and experience sections?
	Includes additional RELEVANT sections: honors, awards, volunteer experience, professional interests, and memberships?
	Work experience includes jobs usually from the past 10-years?
	Are experiences grouped according to topics that relate to your goals or objectives?
	Did you use bulleted, action verb phrases to describe your accomplishments/duties, NOT hard-to-read paragraphs? (*May use a paragraph format that utilizes short/brief listings for job duties.)
	Were you consistent with verb tenses and placement of headings and content (indent, bold, underline)?
	Does NOT include lists of unrelated duties, references, work addresses, supervisor names, photos, and salary information (unless requested by the prospective employer)?
	Uses key words and key phrases from your career field and action verbs to make your experience and training jump from the page?
	Have you listed appropriate activities, noting leadership positions?
	Leave out personal information that could be viewed negatively or used to discriminate against you?

APPEARANCE

	Is your resume neatly printed on spotless, quality, bond, resume paper (25% Cotton Bond paper, 20-24 pound weight)?
	One Page? – Unless you have lots of relevant experience.
	100% error free: no spelling, capitalization, punctuation, and spacing errors!
	Uniform Margins: top, bottom, and side margins (1” maximum; .5” minimum; uniform for all pages).
	Resume is appealing to the eye with enough white space to make it easy to read.
	Consistent use of dates, dashes, font styles, character size, and style (bold, italic, underline)?
	Tabbed bullets line up perfectly...DO NOT use the spacebar!
	Are you using a resume template??? We recommend that you don’t use a template or resume wizard!

Typos, Grammatical Errors Most Common Resume Mistakes

According to the results of a survey by Accountemps, responses from 150 senior executives—including those from human resources, finance, and marketing departments—with the nation's 1,000 largest companies, executives were asked, "In your opinion, which of the following is the single most common mistake job seekers make on their resumes?" Their responses:

- Typos or grammatical errors - 34 percent
- Including too much information - 22 percent
- Not listing achievements in former roles - 7 percent
- Poor layout and/or design - 17 percent
- Including too little information - 7 percent
- Other/don't know - 3 percent

HOW TO APPLY ONLINE AND GET AN EMPLOYER'S ATTENTION

If You Want the Job...Follow Directions! A recent survey by the National Association of Colleges and Employers (NACE: JobWeb's/Job Choices' publisher) asked employers for their advice on how to make an electronic application outstanding. Here's what they recommend:

- Follow directions. Be careful to enter the correct data in the correct field.
- Ask for advice on completing the application from a company recruiter or an alumnus who may work at the company.
- Tailor your application information to the position. Don't copy and paste text from your generic resume.
- Use key words, buzz words, and industry verbiage. Use the verbiage in the job ad as your model. Employers search on key words when they're looking for people to fill specific positions.
- Create a skills-inventory section even if the application doesn't require it. You might put this in a comments section.
- Include numbers and statistics if they are available. (Example: Counted five cash drawers daily; responsible for more than \$10,000 per 8-hour shift.)
- Complete all fields—even those that aren't required.
- If the company offers an optional assessment test online, take it. (One employer recently admitted that students who don't take the optional assessment test are automatically screened out.)
- Make sure your resume can hold its own in a very simple format. Fancy bullets, text, italics, and bold do not convert well in an electronic application.
- If possible, spell check and grammar check your application before submitting it. Have an error-free application because this application serves as the employer's first impression of you.
- Include a strong objective. Ask a career advisor to help you word your objective.
- Another use for the comment section: use it to demonstrate that you've done research on the company and the industry.
- Use quotes from letters of recommendation in your resume or cover letter.
- Followup your electronic application with a personal e-mail to the recruiter. A follow-up phone call is acceptable if the ad does not say, "No phone calls."

For more information, and tips, on Electronic Resumes, go to: www.jobweb.com/