

Check List for Resume Writing

Content

- _____ 1. Place your complete name, address and telephone number at the top of the page.
- _____ 2. Position your job objective directly under your name and address so the reader's eye is led to it immediately.
- _____ 3. Eliminate facts not directly related to your specific objective.
- _____ 4. Include all higher education, formal and non-credit, which supports the job objective.
- _____ 5. Include work and volunteer experience that speaks to particular job related skills.
- _____ 6. Avoid excessive detail in relating experience, such as "opened mail, sorted correspondence."
- _____ 7. Be truthful about accomplishments. Neither false modesty nor hype is acceptable in a resume.
- _____ 8. Do not use the word "I." Use passive voice.
- _____ 9. Exclude data that might result in discrimination (age, social security number, religion, salary expectation, weight, height, reference names, marital status, or political affiliation).
- _____ 10. Double check all spelling, grammar, and punctuation.

Style

- _____ 1. List most recent experience first and work in reverse chronological order
- _____ 2. Mention awards and community activities that support your job objective. Present them in ways reflecting energy, versatility and other exceptional qualities.
- _____ 3. Begin sentences with action verbs such as "initiated, organized, developed"; no abbreviations or buzz words.
- _____ 4. Check tense so that current activities are in present tense and completed activities are in past tense.
- _____ 5. Choose your words carefully. Consolidate information wherever possible. Think of a \$1 charge per word.

_____ 6. The final draft of the resume should look crisp, clear, attractive to the eye and easy to read.

_____ 7. Type the resume on a modern electronic typewriter or word processor in clear sharp type. Use bold type, capitals, and underlined phrases sparingly.

_____ 8. Use good quality neutral or conservative colored paper, no larger than 8 1/2 by 11 inches.

_____ 9. Use high quality printer or have professionally typeset.

Resume with a KISS
Keep It Short and Simple