

# **TIP SHEET**

## **RESUME CHECKLIST**

If you already have a resume, check it against these suggestions to see how it might be improved.

### Resume Lead-in

- Have you used business language that is action oriented and results focused?
- Is your resume targeting a specific job title that you are seeking (resumes must be tailored to each recipient, particularly if you are sending a resume for a specific position)
- Does it reflect your most prominent talents and strengths.
- Indicate the level of responsibility that you want to hold (Individual contributor, supervisor, manager, director. V.P.)
- Show how your contributions will specifically benefit the employer.

### Professional Qualifications

- Does this section highlight each of your major strengths?
- Are all of the qualifications/achievements related to the career objective?
- Do you use key action words that indicate your abilities?
- Have you described your accomplishments so they clearly show how they benefited your previous employer?

### Experience

- For each job listed, have you listed the Job title, Function and Employer's name?
- Have you updated the language of your resume to include updated jargon that is widely used in your targeted industry?
- Will the reader understand the level of responsibility that you held from reading your descriptions?
- Does this section talk about accomplishments and not about responsibility? Do you try to quantify your accomplishments?
- Don't be timid about listing non-paid accomplishments that you may have achieved for an organization.

### Education

- Does this section begin with the highest academic achievement and work downwards?
- Did you include other training (even if it is non-academic) that might be relevant?
- Have you listed credits that might be irrelevant? If so, remove them.

## Professional Organizations and Community Activities

- List only those items that have specific relevance to your career objective
- Does it list any organizations that don't present a professional image?
- Does it highlight organizations that will give you prospective employer an advantage with your contacts and business relationships?
- Does it refrain from personal information

## Overall

- Does the resume look great? Have you highlighted or boldfaced titles, subtitles and other important information?
- Is there enough white space - does the text flow for 'easy reading' ?
- Has the resume been checked by you and at least two others for spelling, punctuation, syntax and grammar? Have you checked it at least 10 times?
- Does the body of the resume complement the career objective?
- Does the resume focus on what the employer wants to see?
- Does the resume use the word "I" - it shouldn't.
- Don't include references on the resume, and don't mention that they are available upon request. This is a given.
- Would you consider this resume to be an excellent sales tool for your performance and past accomplishments?

## When you are ready

Print it as needed on a quality printer. Avoid paper colors other than white, gray, or ivory. Modify the resume for a position that you are keenly interested to personalize your specific advantages.

## Tips & Techniques

- Your resume should not be longer than two pages. It's your job to get noticed not the interviewers to find out what matters on your resume.
- Power Statement: Replace job objectives with a power statement that describes your area of expertise (e.g. "Organizational Design Specialist" not "Human Resources Generalist"), demonstrates what you do (e.g. "align HR systems with organization strategy "not" design and develop . . .") and how you do it (e.g. "value - added consultative style")