**Strong Resume Checklist**

The Career Center wants you to put your best foot forward for employers and internship providers. See if your resume passes the following checklist.

Proofread carefully. Document is free of all typos, grammatical and spelling mistakes. Read every word in your resume. If you write "there" instead of "their," your spell check will not discover the mistake. Take a break. Proofread again.

Double check your contact information. Is the phone number accurate? Does your email address sound “professional” or do you need to change it? Remove hyperlink from email to make it easier to read.

Do not use “first person” (I, me, my). For example, instead of “I am seeking an accounting position. . .” write “Seeking an accounting position . . .”

Make life easier for the reader, instead of paragraphs, use bulleted “accomplishments” to create powerful statements. Be clear, concise and specific.

Think about your vocabulary and find just the right word for what you want to say. Weave language from the job posting or description into your resume.

Try to quantify your statements with data and detail. Numbers, percentages, and dollar amounts will give your words some teeth.

Do not switch tenses. Current work should be in present tense (i.e., manage projects), but all past jobs should be described in past tense (i.e., managed projects).

Capitalize all proper nouns.

Write out all numbers between one and nine (i.e., one, five, seven), but use numerals for all numbers 10 and above (i.e., 10, 25, 500).

Choose one date format and stick with it. (i.e., November, 2010, or 11/2010). If you decide to list both the month and the year in your work history, do so for each position.

Do you have a clear [objective or summary statement](http://www.professional-resume-example.com/objective.html)? A resume needs some form of introduction. This is your opportunity to focus the reader’s attention and make your intention crystal clear.

Check for consistency in the number of returns separating your categories and the spaces between words and at the end of sentences. Turn on the paragraph mark Button image button on the toolbar to see spaces and returns. A sentence with inconsistent spacing looks something like this and is unsettling to the eye .

Decide whether you will use periods or not at the end of accomplishment statements.

Use action words to start each accomplishment statement (i.e., wrote reports, increased revenues, directed staff). This makes for more interesting reading than beginning with “Responsible for . . .”

Avoid overdoing it with formatting, especially underlining and *italics*—they don’t show up when resumes are scanned and tend to make for a busy look. Use capitalization and bold sparingly.

Pick one font type and size (11 or 12 point is suggested) that you like and stay with it in all your documents: cover letter, resume, reference list. Times New Roman is a popular choice, but if you just love Palatino or Garamond, go for it!

Have a friend or two proofread your resume for you. Instead of asking for an opinion or suggestions, ask them to look for errors.

Remove all underlines from hyperlinks – they will be easier to read.

If you get stuck and are trying to figure out whether to add or delete something, ask yourself: does this help tell my story?

If you have to use an acronym, think about writing it out the first time you use it:

for example, Heating Ventilation and Air Conditioning (HVAC)

How does it look at arm’s length?

If you give it to someone (not your best friend), and take it back after 16 seconds, can they tell you what kind of work you’re looking for?

Sources:

<http://jobsearch.about.com/od/resumes/a/resumproof.htm>

<http://www.sampleresumeobjective.org/>