



# RESUME REVIEW CHECKLIST



Career Development Office

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Please use this checklist as you improve your resume, and before bringing it to the CDO for a critique!

Yes No

- Have I read and followed suggestions in the CDO guides about resumes, including *Writing a Professional Resume*?
- Have I viewed a variety of other resumes (online or in the CDO sample binders) to help me decide if my format is attractive, compared to other resumes?
- Have I consistently used a variety of highlighting techniques including CAPITALIZING, **boldfacing**, indenting, and/or bulleting? Are the bullets I chose visually appealing in regard to size as well as distance from the text?
- In my EDUCATION section, have I called this university "State University of New York at Fredonia"? (No need for Fredonia NY following the above name! Use, however: Genesee Community College, Batavia NY)
- Have I included the appropriate name of the degree, my major, and the date I expect to receive my degree? Refer to Your Connection and/or the catalog to confirm accuracy. (Example: Bachelor of Science in Education, Early Childhood Education, expected May 2018)
- Have I included my GPA and/or "GPA in major" if they are 3.0 or higher?
- Have I eliminated all zip codes and street addresses, except in my own contact information?
- Have I proofread my resume, so that it is mistake-free? (Spelling, spacing, consistent format, tense)
- Have I carefully edited to eliminate unnecessary words? (*Assisted by creating...* becomes *Created...*)
- Have I been consistent in the placement of similar types of information within each section (job title, dates, organization name, etc.)?
- Does the format make my most important qualifications obvious to the reader in a 20-30 second skimming? Does the resume flow from the most important information to the least?
- Was my resume written with specific types of positions in mind? If so, have I organized and labeled my information so that it is pertinent to the types of positions I am seeking?
- Have I chosen action verbs, in the proper tense, to begin the phrases that describe my experiences?
- Is my resume visually attractive, communicating my professionalism and my accomplishments?
- Does my resume make the reader want to select me for an interview? Would I hire this person?

**SOME SAMPLE RESUME SECTION NAMES – DO THESE APPLY TO YOUR BACKGROUND?**

EDUCATION	RELATED EXPERIENCES	COMMUNITY SERVICE	ATHLETICS
COURSEWORK	PROFESSIONAL DEVELOPMENT	CAMPUS LEADERSHIP	TECHNICAL SKILLS
HONORS	WORKSHOPS/SEMINARS	ACTIVITIES	AFFILIATIONS
RESEARCH	INDEPENDENT STUDY	WORK EXPERIENCE	LANGUAGE
TRAINING	FINE ARTS BACKGROUND	RELEVANT EMPLOYMENT	TRAVEL
PRESENTATIONS	PERFORMANCES/ENSEMBLES	OTHER EMPLOYMENT	GLOBAL EXPERIENCE



Use verbs like these to begin the descriptive phrases on your resume. These are past tense verbs; use the present tense ("develop" instead of "developed") for current experiences.

accomplished	consulted	extracted	made	recorded
achieved	contracted	facilitated	maintained	recruited
acquired	contributed	filed	managed	reduced
acted	controlled	financed	marketed	reorganized
adapted	coordinated	followed	maximized	repaired
added	converted	forecast	measured	replaced
addressed	copied	formulated	mentored	reported
adjusted	corresponded	founded	mediated	represented
administered	counseled	gathered	modeled	researched
advertised	created	generated	moderated	resolved
advised	decided	governed	modified	reviewed
allocated	decreased	grouped	monitored	revised
analyzed	defined	guided	motivated	rewrote
anticipated	delegated	handled	negotiated	saved
applied	delivered	headed	notified	scheduled
appraised	demonstrated	helped	observed	selected
approved	designed	identified	obtained	served
arranged	determined	illustrated	offered	set up
assisted	developed	improved	opened	sold
assumed	directed	implemented	operated	solicited
attained	discussed	improvised	ordered	solved
audited	displayed	increased	organized	sorted
awarded	distributed	indexed	originated	specialized
bought	diverted	individualized	participated	standardized
briefed	documented	initiated	performed	started
brought	drove	influenced	persuaded	streamlined
budgeted	dug	inspected	planned	stimulated
calculated	earned	installed	prepared	strengthened
cancelled	edited	instituted	presented	studied
cataloged	eliminated	instructed	presided	submitted
chaired	encouraged	interacted	prevented	succeeded
changed	enforced	interpreted	processed	suggested
checked	enlarged	interviewed	produced	summarized
coached	enlisted	introduced	programmed	supervised
collected	ensured	invented	projected	supported
combined	equipped	investigated	promoted	surveyed
communicated	established	involved	proposed	targeted
compared	estimated	joined	proved	taught
compiled	evaluated	judged	provided	tested
completed	examined	kept	published	trained
composed	exceeded	launched	purchased	transferred
computed	exhibited	learned	questioned	translated
computerized	expanded	lectured	raised	tutored
conceived	expedited	led	received	updated
condensed	experienced	listened	recommended	utilized
conducted	experimented	located	reconciled	wrote