

RESUME WRITING CHECKLIST

There is not necessarily one right way to write a resume, but the following checklist includes some of the basic guidelines. An employer will look over your resume to see whether you are a good “fit” for the position, and how you compare with other candidates. It is critical that your resume has the right look/design and content to get you noticed. A well-written resume can improve your chances of being considered for an interview.

The purpose of a resume is to get an interview!

CHECKLIST: Check-off as you build and review your resume

1) GETTING STARTED: SOME GUIDELINES

- ☐ Keep a list of all your work, education, organizations, athletics, volunteer activities, honors, awards, hobbies, military experience, etc. Identify the responsibilities, accomplishments, and skills developed as appropriate for each of these activities.
- ☐ **Determine the position(s) you will target.** Identify the skills, knowledge, and qualities needed for the position(s). From your work, education, and extracurricular history, identify the skills, knowledge, and qualities that are **transferable** to the position(s) you are targeting and begin building a specific resume for each position of interest. Your **resume should be tailored** to each specific position, therefore it is easier to write a resume when you already have a position identified and the job description in front of you.
- ☐ **Make your resume easy to read.** It should be symmetrical, balanced and uncrowded. Use as much white space between sections as possible. **Keep writing to short bulleted statements.**
- ☐ Use a **Microsoft Word document (.doc)**. Use italics, capital letters, bullets, boldface, and underlining for visual appeal. **Bold the most important information.**
- ☐ **No templates!** They may not be compatible with employer’s online systems and are difficult to edit.
- ☐ When submitting your resume electronically, it should be **converted to a PDF** file format to assure formatting does not get altered during submission.
- ☐ **One page only** – unless you have significant related employment/experience. If you absolutely must have a 2 page resume, it should be 2 separate sheets of paper. Do NOT staple or print back-to-back.
- ☐ Use **consistent** indentation, capitalization, font style, spacing, and margins (**Half inch or 1 inch**).
- ☐ Use a **standard font** like Times New Roman in 10 pt. or larger. **11-12 pt.** is best.
- ☐ **No personal pronouns** (I, me, you, etc.).
- ☐ Absolutely **NO typographical, spelling, or grammar errors.**
- ☐ Make sure you use the correct **past or present tense**, as appropriate.
- ☐ Prepare a **cover letter** to accompany your resume.

2) CONTACT INFORMATION

- ☐ At the **top** of your resume.
- ☐ **Name:** Make it the largest font on your resume and make bold, so your name stands out (16-20 pt). Your contact information can be a smaller font (10-12 pt).
- ☐ **Address:** Include your permanent address.
- ☐ **Phone number:** Be sure your voicemail sounds professional.

- ❑ **Email address:** Avoid using “cute” or inappropriate email usernames. Make sure you check your email.

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3) OBJECTIVE OR SUMMARY (OPTIONAL)

- ❑ Keep your objective short and concise. It should match the position you’re applying for.
- ❑ Do not include an objective if you are: A) unsure of position employer has available; B) employer has more than one position for which you would like to be considered; or C) you have limited space.
- ❑ A Summary should be 3-5 bullets explaining why you are the best qualified candidate for the position (include top skills, summary of background/experience within the industry, and job-specific keywords.)
- ❑ Remember to eliminate personal pronouns such as “I” and “my”.
- ❑ Neither are required, but think about if either section would fit within the scope of your overall resume.

OBJECTIVE

To obtain a position as a Store Manager where there is a need for strong employee leadership

SUMMARY OF QUALIFICATIONS

- Over four years of experience in management and supervision
- Highly effective in promoting a positive, productive environment
- Strong interpersonal and communication skills
- Ability to remain calm and work well under demanding conditions
- Proven record of innovative and effective staff development

4) EDUCATION

- ❑ Include degree, current/intended major and expected graduation date.
- ❑ List degree first. You can include your major on same line to save space.
- ❑ Include college name with city and state. Can abbreviate college name in parenthesis if used again throughout resume.
- ❑ Optional components: GPA if above a 3.0, academic honors (such as Phi Theta Kappa, semesters on the Dean’s List), previous colleges attended, related coursework (for those with little working experience, this can be valuable so long as it is highly related to the field you are pursuing), working 20 or more hours while attending college full-time, national accreditations, etc.
- ❑ Omit high school information unless it’s something exceptional.

EDUCATION

Associate in Science Degree, Business

Expected May 2017

Anoka-Ramsey Community College (ARCC), Coon Rapids, MN

- GPA: 3.5

5) EMPLOYMENT OR EXPERIENCE

- ❑ Use “Experience” as a heading if you’re including relevant unpaid position(s).
- ❑ Employers want a reverse chronological (most recent first) list of jobs held with dates of employment.
- ❑ List position title first, followed by name of employer/organization, location (city and state) and dates.

- Use bullets to list key skills, responsibilities and results. The more relevant the position or key skills used/demonstrated, the more bullet statements.
- Use the same skill words as those used in job posting.
- Give details. Employers want to know exactly what you did and what you accomplished.
- Check to make sure statements are in correct tense. Present tense if currently performing task, past tense if no longer performing task or in the position.
- List job responsibilities/duties using bullet points instead of writing them in paragraph form.
- Use strong action verbs to describe your work experience.
- **Bullet point formula: Action Verb + Skill + Task/Example/Experience/Result/Accomplishment**
- Include numbers to quantify experience where possible. For example, # of employees supervised, \$ amount of budget managed, # of workshops taught or projects coordinated, \$ amount saved by your ingenuity.

EMPLOYMENT

Shift Manager, Cub Foods, Blaine, MN

May 2014 – Present

- Provide excellent store leadership while managing store functions and supervising 25 employees
- Record inventory, order and stock merchandise to maintain a clean and well-stocked department
- Greet and assist customers with excellent communication skills and attentive service
- Manage cash flow operations; operate cash register and balance cash at close-of-business

Server, Applebee's, Coon Rapids, MN

Aug 2010 – May 2014

- Trained approximately 10 new staff in company standards and procedures
- Developed strong interpersonal communication skills providing quality service to thousands of customers
- Executed accurate and efficient cash transactions in a fast paced work environment

6) ACTIVITIES AND ACHIEVEMENTS

- Employers want examples of initiative, leadership, teamwork and other job related skills.
- Demonstrate this by including involvement in extra-curricular activities and other achievements.

ACTIVITIES AND ACHIEVEMENTS

Athlete, Softball Team, ARCC

March 2016 – Present

Member, Phi Theta Kappa International Honor Society, ARCC

Sept 2015 – Present

Vice President, Student Senate, ARCC

Aug 2015 – Present

- Chaired Events Committee – led a team to coordinate 15 campus events for 100+ students
- Volunteered 50 hours of Community Service throughout the year to various organizations

Dean's List, ARCC

Fall 2015, Spring 2016

7) OTHER RESUME HEADINGS:

The headings chosen for this guide are “standard” headings, but others may be used as appropriate for the experiences you wish to highlight. Below are a number of other possible heading options:

Professional Development
Related Experience
Clinical Experience
Technical Skills
Teaching Skills
Certifications
Licensures

Academic Projects and Skills
Related Skills
Honors and Awards
Study Abroad Experience
Extra-Curricular Activities
Professional Affiliations
Volunteer Activities

Research
Publications
Community Service
Leadership Activities
Languages
Computer Skills
Conferences and Workshops

ACTION VERBS LIST



Management Skills

Administered
 Analyzed
 Assigned
 Attained
 Chaired
 Contracted
 Consolidated
 Coordinated
 Delegated
 Developed
 Directed
 Evaluated
 Executed
 Improved
 Increased
 Organized
 Oversaw
 Planned
 Prioritized
 Produced
 Recommend
 Revised
 Scheduled
 Strengthened
 Supervised

Financial Skills

Administered
 Allocated
 Analyzed
 Appraised
 Audited
 Balanced
 Budgeted
 Calculated
 Computed

Developed
 Forecasted
 Managed
 Marketed
 Planned
 Researched

Helping Skills

Assessed
 Assisted
 Clarified
 Coached
 Counseled
 Demonstrated
 Diagnosed
 Educated
 Facilitated
 Familiarized
 Guided
 Referred
 Rehabilitated
 Represented

Communication Skills

Addressed
 Arbitrated
 Arranged
 Authored
 Corresponded
 Developed
 Directed
 Drafted
 Edited
 Enlisted
 Formulated
 Influenced
 Interpreted

Lectured
 Mediated
 Moderated
 Motivated
 Negotiated
 Persuaded
 Promoted
 Publicized
 Reconciled
 Recruited
 Spoke
 Translated
 Wrote

Detail Skills

Approved
 Arranged
 Catalogued
 Classified
 Collected
 Compiled
 Dispatched
 Executed
 Generated
 Implemented
 Inspected
 Monitored
 Operated
 Organized
 Prepared
 Processed
 Purchased
 Recorded
 Retrieved
 Screened
 Specified
 Systematized

Research Skills

Clarified
 Collected
 Critiqued
 Diagnosed
 Evaluated
 Examined
 Extracted
 Identified
 Inspected
 Interpreted
 Interviewed
 Investigate
 Organized
 Reviewed
 Summarized
 Surveyed
 Systematized

Teaching Skills

Adapted
 Advised
 Clarified
 Coached
 Communicated
 Coordinated
 Developed
 Enabled
 Encouraged
 Evaluated
 Explained
 Facilitated
 Guided
 Informed
 Initiated
 Instructed
 Persuaded

Technical Skills

Assembled
 Built
 Calculated
 Computed
 Designed
 Devised
 Engineered
 Fabricated
 Maintained
 Operated
 Overhauled
 Programmed
 Remodeled
 Prepared
 Solved
 Trained
 Upgraded

Creative Skills

Acted
 Conceptualize
 Created
 Designed
 Developed
 Directed
 Established
 Fashioned
 Sounded
 Illustrated
 Instituted
 Integrated
 Introduced
 Invented
 Originated
 Performed
 Planned