Resume Check List

Resume Headline or Lead-in (Objective or Profile)
- Do you use business language that is action oriented?
- Do you have a specific job title that you are seeking?
- Do you show how you can solve the employers problem(s)?
- Do you clearly define what type of responsibility you can handle? .
- 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?
- Is there appropriate usage of key action words that connote your sense of urgency?
- Have you described each in such a way that the reader clearly understands the benefits of your achievements?

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 had from reading the information?
- 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 the 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?

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.

➢ 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 laser printer if you have one. Avoid paper colors other than white or ivory. Modify the resume for a position that you are keenly interested to personalize your specific advantages.

Remember

- *A resume should never be longer than two pages.*

- *If you have worked for well renowned companies use a resume format that highlights employers. If you had interesting assignments, then highlight experiences with resume format*

- *Use "power" and "action" words, simple sentences and check your punctuation and spelling, remember you only have one chance to make a first impression.*