

# Resume Review Checklist

Your resume is not complete until you have reviewed it carefully. To help you develop your resume, use the following checklist to ensure you have included all the pertinent information:

## Summary Statement (Lead-in Statement)

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**Purpose:** To encourage the reader's immediate and favorable attention.

Does the lead-in paragraph . . .

- \_\_\_\_\_ Indicate the level of responsibility you can handle?
- \_\_\_\_\_ Show how your potential contributions will benefit the employer?
- \_\_\_\_\_ Clearly show your greatest strengths?
- \_\_\_\_\_ Use business or professional language?

## Professional Experience

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**Purpose:** To relate your past experience to the objective and profile stated in your Summary Statement.

- \_\_\_\_\_ Do the job experiences you listed immediately support your career objective?
- \_\_\_\_\_ Are your experiences described in a coherent and continuous manner?
- \_\_\_\_\_ Is the most effective and important information listed first: employer's name, job title, job function, etc.?
- \_\_\_\_\_ Do the job descriptions you have included focus on major tasks and results, eliminating irrelevant detail?
- \_\_\_\_\_ Does this summary of your work experience contain up-to-date terminology that is widely used in the industry you have targeted?
- \_\_\_\_\_ Does it include specific and relevant information about the level of responsibility you have held?
- \_\_\_\_\_ Does it make clear with what product or service you have had experience?

## Resume Review Checklist (continued)

### Key Achievements

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**Purpose:** To substantiate the strengths highlighted in your Summary Statement with results produced in similar or analogous situations.

- \_\_\_\_\_ Is each of your greatest strengths documented with at least one solid achievement or result?
- \_\_\_\_\_ Do all the achievements you have described relate directly to your career objective, and is it immediately clear how they relate?
- \_\_\_\_\_ Is the language you used concise, specific and professional?
- \_\_\_\_\_ Are the specific results of your actions immediately clear to anyone reading the summary of your achievements?
- \_\_\_\_\_ Does each achievement begin with an action word or phrase?

### Education

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**Purpose:** To assure a potential employer that you have the educational background, professional initiative, intelligence level, discipline, and training to fulfill your expressed objectives.

- \_\_\_\_\_ Are the educational credits you list relevant to your career objective?
- \_\_\_\_\_ Does this section begin with your highest level of academic certification and work downward?
- \_\_\_\_\_ Have you included any relevant non-academic training?

### Professional and Community Activities and Other Data

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**Purpose:** To present a professional image, and to emphasize that you are involved, recognized and valued. Include memberships, awards, honors and / or certifications.

- \_\_\_\_\_ Does each item in this section relate to your career objective or make an important point?
- \_\_\_\_\_ Will it help you project a professional image?