

# RESUME REVIEW CHECKLIST

## SUMMARY

**Purpose:** Your summary should immediately grab the reader's attention and lure them into reading more.

Does your summary...

- Indicate the level of responsibility you can handle?
- Show how your experience will benefit the employer?
- Clearly show your greatest strengths?
- Use wording/terminology from the job description?

## PROFESSIONAL EXPERIENCE

**Purpose:** Your past experience should show how you meet the requirements of the job you are applying for.

- Does your listed experience support your career?
- Are your experiences described in a coherent manner?
- Is the most important information listed first: Job Title, Employer's Name, Date?
- Do you focus on major tasks and results, eliminating irrelevant detail?
- Does your work experience contain up-to-date terminology that is widely used in the industry targeted?
- Do you include specific and relevant information about the level of responsibility you have held?
- Does it make clear the processes, procedures or products you have had experience with?

## BULLETS

**Purpose:** To substantiate the skills or knowledge highlighted with results.

- Are your greatest strengths documented with at least one solid accomplishment or result?
- Do all the accomplishments relate directly to the career/job?
- Is the language used concise, relevant and professional?
- Are the specific results of your actions immediately clear to anyone reading your bullets?
- Does each accomplishment/bullet include a result or outcome of your actions?

## EDUCATION

**Purpose:** To provide evidence you have the educational background and training for your career.

- Are the educational credits you list relevant to the career you are pursuing?
- Does this section begin with your highest level of academic certification and work back chronologically?
- Have you included any relevant nonacademic training?
- Did you list graduation dates of newer education (last 5 years)?

## PROFESSIONAL AND COMMUNITY ACTIVITIES

(Memberships, Awards, Honors, Certifications)

**Purpose:** To emphasize that you are involved in your career development, or recognized for your contributions.

- Does each item in this section relate to your career or emphasize an important quality?
- Will it help project a professional impression?

## TECHNOLOGY

**Purpose:** To list your knowledge of and experience with tools and technology .

- Do you list current technology required in your career?

