The Resume Checklist

Remember that a resume is...

- When well crafted, **your key to getting an interview**.
- A **merchandising tool** – the way you sell your skills, knowledge, experience, and abilities.
- Your **first contact** and **first impression** with a potential employer.

Before sending your resume...

- **Has someone (other than you) proofread it?** (Please note that quality and accuracy are ultimately your responsibility, even with assistance in proofreading.)
- **Have you customized it to include words used in the position posting?** (This catches the eye of the hiring manager or the search engine when applying online.)
- **Did you note accomplishments and add metrics?** (For example, the number of people supervised, improvements quantified, percent increased, decreased, etc.)
- **Can the reader understand the layout or flow of your resume within a few seconds** as a result of the effective use of headers, boldface, underlines, and italics?
- **Did you include your GPA if 3.0 or greater?**

Proofing Checklist – Check for the following...

- **Spelling errors?**
- **Typos?**
- **Consistent use of abbreviations?** (OH vs. Ohio, Washington Court House vs. Washington C.H.)
- **Are the columns lined up?** (Years of employment, employers' names, etc.)
- **Is your use of "subject/verb agreement" correct?** (Sentence fragments and bulleted statements are acceptable in a resume, but watch for other language missteps.)

The value of proofreading cannot be underestimated, as employers will use a resume as a means of eliminating candidates. This is especially true in positions requiring professionalism, attention to detail, and high levels of accuracy. These are all traits you want to demonstrate in both your resume and cover letter.

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