

## RESUME WRITING CHECKLIST

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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