

Your Résumé Checklist

Here's a checklist to help you evaluate your résumé for maximum effectiveness. With a well-designed résumé, you will feel confident, look professional, and capture the employer's interest.

| <input checked="" type="checkbox"/> | Item | Benefit |
|-------------------------------------|--|---|
| | Make it right on the money: Is your résumé <u>targeted</u> for a specific job and industry? Do you know what you're looking for? Have you investigated the company where you're sending the résumé? | One résumé does not fit all. Targeting your résumé helps ensure the reader feels you're perfect for the job. |
| | Keep the reader's interest: Is your résumé attractively laid out and designed? Have you eliminated long paragraphs of more than 4 lines and created shorter ones? | A good design invites reading and shows your professionalism and attention to detail. |
| | Pull them along: Do you use bold , <i>italics</i> , and ♦ bullets to guide the reader to see the most important information? Can the reader scan the résumé and quickly see your strongest selling points? | You have just a few seconds to catch the attention of busy human resource professionals. |
| | Strength, not weakness: Do your sentences start with a strong action verb like developed, contributed, increased, or eliminated, instead of "responsible for"? | Show them you're an action-oriented person. |
| | Meet company requirements: Have you included the most important key words for your industry to ensure that corporate résumé scanning selects your résumé for an interview? | Keyword scanning is accomplished by computers, not people! |
| | Include your accomplishments. Don't stop at your job duties. What are you proudest of having accomplished in your work? What did you do to help the business succeed? | Your résumé must show how you solved problems and went beyond the usual "duties" as a worker. |
| | Watch out for age discrimination: If you're over 40, have you minimized your age on the résumé, taking out dates if necessary? | Play up your experience, not your age. |
| | Format makes a difference: Have you used the correct format for your experience (chronological, functional, or combination)? | You want to present information in a way that minimizes job hopping or highlights your transferable skills when changing careers. |

| ☑ | Item | Benefit |
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| | Make them believe you: Have you included specifics such as the number of people you supervised, the dollars you saved the company, or the number of customers served in a day or week? Paint the picture — don't assume the reader understands what you did. Lose the jargon. | Specifics make a résumé believable. |
| | An objective makes recruiters happy: Have you included an objective that matches that of the advertised job or your job objective? (Don't use "to expand my professional horizons with new challenges...") | An objective makes it easy on the reader. |
| | Yikes — a mistake! Did you proofread carefully? | One error can mean the round file for you. |
| | Testing, testing: Have you "field tested" your résumé with friends, family, and finally someone in the field? | This is crucial to ensure you've delivered your message adequately. |
| | Don't make them see double (or triple): Avoid repeating duplicate duties or similar jobs. Consolidate the jobs under one heading and put the duties underneath. The reader will thank you. | This is tricky to do. Use a résumé professional or check out several résumé books for samples if you have this challenge. |
| | Pruning is not just for trees: Have you removed any "deadwood" — nonessential, irrelevant jobs or accomplishments outside of your target job arena? | This is a marketing document, not a job application. |
| | Watch your tone: Does the résumé radiate a "can do" orientation without being over-blown or hyped up? Do you sound impressive and believable? | Show them (with examples); don't just tell them how great you are. |
| | Be enticing: Have you included a profile or qualifications statement that captures and summarizes your unique skills and abilities? | Tempt the reader to read on. Be sure they see your strongest skills and attributes right up front. |
| | WIFM: Does your résumé show "what's in it for them"? Make it fit their needs, not yours. | This is what "sales" is all about! |