Editor: _____

Author: _____

Revision Checklist for Résumés

The following checklist describes the basic elements of a résumé. Some of the elements would be organized differently in a chronological résumé than in a functional résumé.

Document Design

Looks neat and attractive?
Highlights the facts that will be most impressive to employers?
Uses HATS to help readers to find specific facts quickly?

Information Design

Preliminary Research
Determined as exactly as possible what the employer wants?
Learned enough about the job and employer to tailor your résumé to them?
Created a keyword list?

Name and Contact Information
Enables employers to reach you by mail, phone, and email?

Objective
Tailored to the specific job you want?
Emphasizes what you will give rather than what you would like to get? (User-centered?)

Education
Tells your school, major, and date of graduation?
Provides additional information that shows you are well-qualified for the job you want:
academic honors and scholarships, specialized courses and projects, etc.?
Uses headings such as "Honors" and "Related Courses" to highlight your qualifications?

Work Experience
Identifies each employer's name and city, plus your employment dates?
Provides specific details about your previous jobs that highlight your qualifications: accomplishments,
knowledge gained, equipment and programs used, responsibilities, etc.?

Activities
Describes your extracurricular and community activities in a way that shows you are qualified, responsible, and pleasant?

Interests
Mentions personal interests that will help the reader see you as a well-rounded and interesting person?

References
Lists people who will be impressive to your readers? (Make sure you contact your references to ask permission)
Includes a mix of references who can speak about your performance in different contexts?
Includes title, business address, phone, and email address for each reference?
Includes only people who've given permission to be listed?
Omits personal references (family, friends, etc.)?

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Grammar and Mechanics

Prose
Presents the most impressive information first?
Expresses the action in verbs, not nouns?
Uses strong verbs?
Uses parallel constructions?
Omits irrelevant information?
Uses correct spelling, grammar, and punctuation? (Use Big Seven handout from the course website to help you)

Ethics
Lists only experiences, accomplishments, degrees, and job titles you've actually had?
Avoids taking sole credit for things you did with a team?
Avoids statements intended to mislead?