Resume Checklist and Skills *by C. Kohn*

Name: Hour Date:

Reviewer’s Name:

# Resume Checklist – Do they have…

*For each item, rank it a + (perfect), ✓ (there but needs improvement), or – (not present or not done correctly).*

* Their name?
* Their address?
* Their phone number
* An email address?
  + Is the email address appropriate for business?
* One page only, unless you have significant previous experience
* Is it typed?
  + Times Roman or other Serif font, 10 point to 12 point size (12 point is best)
* No more than two fonts or two sizes?
* Is the formatting consistent? (bold, underline, bullets, headings)
* Margins no less than 1" and no more than 1.5"
* Clear, focused objective
* Education is listed w/ institution, city, and state.
  + GPA listed if over 3.0
  + Graduation date listed, even if you have not yet graduated
* Experience section listing notable employment or volunteer work
  + Experience section has descriptions for each job
  + Experience section uses action verbs effectively (you can picture the author doing their job easily)
* Activities section listing your most notable extracurricular activities
  + Activities section has descriptions of key positions
* 3 References are attached?
  + References are all professionally related people (no friends, family, or neighbors?)
* No personal data or potentially discriminatory data
* ABSOLUTELY no spelling errors?
* ABSOLUTELY no grammar errors?
* Is the document visually appealing and professional looking?
* Does the document effectively address the author’s strengths, experiences, and abilities in a manner that a complete stranger would want to hire them?

**Jane Sassaby**

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**OBJECTIVE**

To obtain an internship at Fox Valley Veterinary Clinic

**EDUCATION**

Waterford Union High School

Diploma Expected June 2013

GPA: 3.5

**EXPERIENCE**

**Cashier** (9/11-Present)

McDonald's Waterford, WI

• Key in customer orders into register and prepare food tray or takeout bags accordingly.

• Serve cold drinks, using drink-dispensing machine, and frozen milk drinks and desserts, using milkshake or frozen custard machine.

• Press lids onto beverages and place beverages on serving tray or in takeout container.

• Demonstrated a positive attitude while processing customer cash and credit transactions.

• Maintain a clean and orderly eating and serving area.

**Sales Associate** (5/10-6/11)

Kohl’s Burlington

• Assisted in the smooth and profitable operation of specialty clothing and home décor shop.

• Generated sales and maintained positive image among clients.

• Designed and constructed store displays.

**COMPUTER PROFICIENCIES**

Microsoft Word, Excel, PowerPoint, FrontPage, and Adobe Photoshop

**HONORS AND ACTIVITIES**

FFA Vice President, 2011-Present

SADD President, 2011-Present

Dance Team, 2010-Present

Marching Band, 2010- Present

Froedert Hospital Volunteer, 2009- Present

A Honor Roll, 2010-2011

**REFERENCES**

Mr. Craig A. Kohn – Instructor, Agricultural Sciences – Waterford Union High School  
100 Field Drive, Waterford, WI 53185  
262-534-3189 x 7309

Mr. John Smith, Manager – McDonalds  
815 Fox Ln # B Waterford, WI 53185  
262-534-5534

**First Name Last Name**

Street Address

City, State, and Zip

(555) 555-5555

*email@professional-sounding.com*

**OBJECTIVE**

*This should be a specific job for a specific company, NEVER a generic title*

**EDUCATION**

*Include all educational credentials. If they are in progress, include when the diploma is expected. Include your GPA only if it is above a 3.0*

**EXPERIENCE**

***Postion*** *(Start date-End Date)*

*Company Name, City, State*

*• Describe what you’ve done using action verbs (next page)*

*• Include multiple lines that describe the responsibilities you had on this job*

*• Be as specific and descriptive as possible – this will indicate that you are thorough and attentive to detail while on the job*

***Postion*** *(Start date-End Date)*

*Company Name, City, State*

*• Describe what you’ve done using action verbs (next page)*

*• Include multiple lines that describe the responsibilities you had on this job*

*• Be as specific and descriptive as possible – this will indicate that you are thorough and attentive to detail while on the job*

**COMPUTER PROFICIENCIES**

*Include all technological experience and skill you have in this area.*

**HONORS AND ACTIVITIES**

*Use this section to describe all activities you were a part of an awards and recognition you have received.*

**REFERENCES**

*Name of person – Position – Company or Institution   
Their Address  
Their Phone*

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Their Address  
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Their Address  
Their Phone*

[**ACTION VERBS**](http://www.bc.edu/offices/careers/skills/resumes/verbs.html) **(click here for more or for the source)**

**Management skills Communication skills Clerical or detailed skills**

administered   
analyzed   
assigned   
attained   
chaired   
contracted   
consolidated   
coordinated   
delegated   
developed   
directed   
evaluated   
executed   
improved   
increased   
organized   
oversaw   
planned   
prioritized   
produced   
recommended   
reviewed   
scheduled   
strengthened   
supervised 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 approved   
arranged   
catalogued   
classified   
collected   
compiled   
dispatched   
executed   
generated   
implemented   
inspected   
monitored   
operated   
organized   
prepared   
organized   
prepared   
processed   
purchased   
recorded   
retrieved   
screened   
specified   
systematized   
tabulated   
validated

**Research skills Technical skills Teaching skills**

clarified   
collected   
critiqued   
diagnosed   
evaluated   
examined   
extracted   
identified   
inspected   
interpreted   
interviewed   
investigated   
organized   
reviewed   
summarized   
surveyed   
systematized assembled   
built   
calculated   
computed   
designed   
devised   
engineered   
fabricated   
maintained   
operated   
overhauled   
programmed   
remodeled   
repair   
solved   
trained   
upgraded adapted   
advised   
clarified   
coached   
communicated   
coordinated   
developed   
enabled   
encouraged   
evaluated   
explained   
facilitated   
guided   
informed   
initiated   
instructed   
persuaded   
set goals   
stimulated

**Financial skills Creative skills Helping skills**

administered   
allocated   
analyzed   
appraised   
audited   
balanced   
budgeted   
calculated   
computed   
developed   
forecasted   
managed   
marketed   
planned   
projected   
researched acted   
conceptualized   
created   
designed   
developed   
directed   
established   
fashioned   
founded   
illustrated   
instituted   
integrated   
introduced   
invented   
originated   
performed   
planned   
revitalized   
shaped assessed   
assisted   
clarified   
coached   
counseled   
demonstrated   
diagnosed   
educated   
expedited   
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

# Top Skills Employers Want

1. Communication skills
2. Strong work ethic
3. Teamwork skills (works well with others)
4. Initiative
5. Analytical skills
6. Computer skills
7. Flexibility/adaptability
8. Interpersonal skills (relates well to others)
9. Problem-solving skills
10. Technical skills

**Technical skills**

assembled   
built   
calculated   
computed   
designed   
devised   
engineered   
fabricated   
maintained   
operated   
overhauled   
programmed   
remodeled   
repair   
solved   
trained   
upgraded

**Creative Skills**

acted   
conceptualized   
created   
designed   
developed   
directed   
established   
fashioned   
founded   
illustrated   
instituted   
integrated   
introduced   
invented   
originated   
performed   
planned   
revitalized   
shaped

*Courtesy of Boston College – bc.edu*