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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*Name of person – Position – Company or Institution
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*