**Checklist and Guidelines: Resumé:**

**from *Technical Communications* pages 391-292 —AND— 376**

1. Is all my contact information accurate? (370)
2. Does my statement of objective show a clear sense of purpose? (371)
3. Did I include a summary of skills or qualifications? (371)
4. Is my educational background clear and complete? (371)
5. Did I accurately…describe previous jobs? (371)
6. Did I list references or offer to provide them? (371)
7. Am I being \*scrupulously honest? (371)

\***Never invent or distort credentials.** Make yourself look as good as the facts allow.

1. Did I place my strongest qualifications in positions of emphasis? (372)
2. Are education versus experience sequenced to highlight my strengths? (372)
3. Does my resume's organization (reverse chronological or functional) put my best characteristics forward? (372)
4. Did I use keywords and effective formatting? (382)
5. Is the resume uncluttered and tasteful? (375)
6. Did I use action verbs and key words? (375)

**Use action verbs and key words:** Action verbs *(supervised, developed, built*, *taught, installed, managed, trained, solved, planned*, *directed,* etc) stress your ability to produce results.

1. Are highlighting and punctuation consistent and simple? (375)
2. Have I proofread exhaustively? (375)
3. Did you tailor your resume for [this] job (and have you provided a link to the job)? (376)
4. Did you try to limit the resume to one to two pages but keep it uncluttered and tasteful? (376)
5. Did you stick to experience relevant to the job? (376)
6. Did you use **bold**, *italic*, underlining, colors, fonts, ● bullets ●, and punctuation

thoughtfully, for emphasis? (376)

1. Did you use templates and examples to get started? (376)