**Revision Checklist**

**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 skills résumé.

**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 e-mail?

**Objective**

* Tailored to the specific job you want?
* Emphasizes what you will give rather than what you would like to get?

**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?
* 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.)?

**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?

**Visual Design**

* Looks neat and attractive?
* Highlights the facts that will be most impressive to employers?
* Uses headings, layout, and other design features to help readers to find specific facts quickly?

**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?