

Resume Checklist

Section	Feature	Included	Not Included
Contact Info			
	Name is 14-18 point font		
	The rest of the address and body text is 10-12 point		
	Address includes only city and state		
	A professional email and customized LinkedIn url are listed		
Education			
	Education is listed before experience		
	Most recent institution is listed first		
	Includes institution, city, state, degree and graduation date or expected graduation date		
	G.P.A. is listed if it is 3.5 or higher		
Experience			
	Most recent experience is listed first (may cover up to the last 10 – 15 years)		
	Each experience includes the name of the organization, city, state, dates of participation, position title and bulleted accomplishment statements		
	Each bullet starts with an active, power verb		
	Past and present tense is used consistently and accurately		
	Descriptions focus on accomplishments, knowledge gained, highlights and responsibilities- not duties		
	Position descriptions reflect transferable skills		
	Vocabulary reflects keywords of the targeted industry		
	Accomplishments use quantifiable data and information specific to the target position		
	Additional categories are added based on the individual's background. This may include, but is not limited to: leadership involvement, cross-cultural experience, etc.		
Overall Formatting			
	Margins are .5 to 1 inch		
	Spacing and formatting is consistent throughout, making the text easy to read		
	No spelling or grammatical errors; No personal pronouns are used		
	No more than one page; two if needed		

HOW TO WRITE ACCOMPLISHMENT STATEMENTS

BASICS OF ACCOMPLISHMENT STATEMENTS:

A well-formulated accomplishment statement:

- x Includes quantifiable and tangible terms to give credibility to the results of benefits of your work
- x Begins with a power verb to describe the action you took to achieve those benefits/results

Proposing and acquiring a monthly

new-hire training program that

increased productivity by 15% through a creative production strategy

The benefits you can expect from creating accomplishment statements include:

- x Better awareness of your skills/abilities
- x Easier resume for employers to review
- x Greater confidence in presenting yourself to potential employers

GOOD

BEGIN WITH AN ACTION:

Responsible for leading a team for job assignments

As supervisor, led team meetings

STRONGER

Directed a team of three co-workers to complete assignments on time

Presided over monthly team meetings

USE POWER VERBS:

Started a new program

Achieved a reduction of injuries in the workplace

Created and implemented a new mentoring program with 80% participation from new hire employees

Reduced number of injuries by 15% through new policy meetings

AVOID WORDINESS AND UNNECESSARY ADJECTIVES:

Provided great training and mentoring to new hire employees through superior planning

Successfully organized teams for each department in the company

Provided training and mentoring to 25 new hire employees

Organized work teams for every department

QUANTITY WHEN POSSIBLE

Planned company events

Handled transactions

Planned three company fellowships per year

Handled \$1,000 in transactions on a weekly basis

STATE BENEFIT TO THE EMPLOYER, THEN WHAT YOU DID TO ACCOMPLISH THAT

Developed a production strategy that increased productivity by 15%

Increased productivity by 15% through a creative production strategy

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Courtesy of

POWER VERBS for RESUMES & COVER LETTERS

GETTING RESULTS

Example: Increased participation by 25% over a 6-month period.

Accomplished	Constructed	Expanded	Improved	Modernized
Attained	Earned	Finalized	Innovated	Orchestrated
Built	Enlisted	Generated	Integrated	Realized
Consolidated	Ensured	Hastened	Minimized	Renovated

PROBLEM SOLVING

Example: Streamlined ordering through the use of a computer technology, decreasing wait time from six to two days.

Alleviated	Conceptualized	Detected	Investigated	Satisfied
Analyzed	Created	Diagnosed	Recommended	Solved
Brainstormed	Decided	Engineered	Remodeled	Synthesized
Collaborated	Deciphered	Formulated	Revitalized	Theorized

QUANTITATIVE

Example: Converted files from Microsoft Word to PDF in order to increase compatibility with current systems.

Accounted for	Checked	Dispensed	Financed	Profited
Audited	Compiled	Dispersed	Grossed	Projected
Balanced	Computed	Earned	Inventoried	Recorded
Budgeted	Counted	Estimated	Maximized	Totaled

COMMUNICATING

Example: Presented to groups of 30+ employees on a monthly basis concerning company policies & procedures.

Addressed	Communicated	Demonstrated	Instructed	Publicized
Amended	Composed	Edited	Interpreted	Reinforced
Briefed	Critiqued	Explained	Marketed	Supplemented
Clarified	Deliberated	Illustrated	Negotiated	Synthesized

SUPPORT

Example: Provided support for 30+ new-hire employees through a two-week training program.

Aided	Coached	Elevated	Mobilized	Relieved
Advised	Cooperated	Enabled	Modeled	Served
Assisted	Counseled	Endorsed	Provided	Sustained
Assured	Eased	Interceded	Rehabilitated	Validated

POWER VERBS for RESUMES & COVER LETTERS

PLANNING

Example: Developed and implemented a training program that resulted in a 45% increase in employee satisfaction.

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategized
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

ORGANIZING

Example: Coordinated weekly office schedules for eight employees.

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Organized	Secured
Altered	Coordinated	Facilitated	Procured	Simplified
Authorized	Delegated	Issued	Recruited	Tracked

EXECUTING

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures.

Acted	Displayed	Input	Processed	Shipped
Administered	Distributed	Installed	Produced	Sold
Carried out	Entered	Labored	Proofed	Stocked
Conducted	Handled	Operated	Prospected	Transacted

SUPERVISING

Example: Developed & supervised the implementation of new computer filing system that reduced paper use by 35%.

Adjusted	Correlated	Indexed	Overhauled	Screened
Apportioned	Developed	Licensed	Oversaw	Scrutinized
Assessed	Established	Maintained	Refined	Supervised
Certified	Inspected	Modified	Revised	Updated

LEADING

Example: Trained 20+ new employees in customer service policies over a 2-year period.

Accelerated	Elected	Guided	Mentored	Stimulated
Caused	Empowered	Hired	Pioneered	Strengthened
Conducted	Envisioned	Initiated	Raised	Trained
Directed	Founded	Managed	Set goals	Transformed