



Resume Checklist

University Career Services SUB I, Room 3400 careers.gmu.edu 703-993-2370

Layout & Appearance

Yes No Career Counselor Comments

Is my name at the top of the page and in bold? Are my address, phone number and email easy to read?			
Is my resume an appropriate length? (1 page preferred)			
Does my resume have around 1" margins (1/2" minimum)? Is the font size 11 minimum or 12 maximum?			
Is formatting (e.g. bold, font, bullet sizes, dates, heading styles) consistent throughout the resume? Are the headings and statements evenly spaced?			
Are verb tenses in the present tense for current jobs? Are verb tenses in the past tense for previous jobs?			
Do I have approximately 2-6 statements per job? (Bullet form is recommended.)			
Are my experiences in reverse chronological order? (e.g. most recent to least recent)			

Content

Does my objective statement clearly state what I am seeking and what I will bring to the position?			
Did I include the following headings: Education, Experience and Skills?			
Does my education section state my official degree and expected graduation date? Did I include my cumulative GPA (if a 3.0 or above)? Is my GPA accurate?			
Do my statements demonstrate major accomplishments rather than routine tasks/duties? Check the statements that demonstrate your accomplishments.			
Do my accomplishment statements start with action verbs? (See back for examples of action verbs.)			
Do my accomplishment statements demonstrate the use of key skills? (See back for top skills employers seek.)			
Do my statements demonstrate the results of my accomplishments? Did I quantify my results (e.g. use numbers when possible)?			
Does my resume end with strength? (e.g. Skills, Activities section)			
Is my resume completely free from spelling, punctuation and grammatical errors?			

Resume Writing Resources

- Review [Moving Orfs](#) resume writing section.
- View resume examples by visiting the resume writing section of careers.gmu.edu.
- View [SOM sample resumes](#).
- Bring in your resume for review by a career counselor or consultant by calling 703-993-2370.

Sample Action Verbs

accomplished	completed	familiarized	monitored	scheduled
achieved	composed	formulated	motivated	selected
adapted	concluded	gained	negotiated	solved
administered	conducted	generated	obtained	started
advised	coordinated	identified	operated	streamlined
analyzed	corresponded	implemented	organized	strengthened
arranged	created	improvised	participated	structured
assembled	demonstrated	increased	planned	supervised
assessed	designed	influenced	presented	surveyed
authored	developed	initiated	produced	taught
balanced	directed	instructed	programmed	tested
bargained	drafted	interpreted	promoted	trained
broadened	earned	interviewed	provided	transformed
budgeted	edited	introduced	purchased	translated
built	encouraged	investigated	recruited	traveled
calculated	established	maintained	reduced	updated
classified	evaluated	managed	represented	upgraded
communicated	examined	marketed	researched	utilized
compiled	explained	moderated	reviewed	wrote

Top Skills Employers Seek in Candidates

Source: National Association of Colleges and Employers, NACE Research: Job Outlook Survey 2011

Communication Skills
Teamwork Skills
Interpersonal Skills
Analytical Skills
Computer Skills
Detail-oriented Personality
Creativity
Leadership Skills
Friendly/Outgoing
Strong Work Ethic
Initiative

Problem-Solving Skills
Flexibility/adaptability
Technical Skills
Organizational Skills
Self-confidence
Tactfulness
Strategic Planning Skills
Sense of Humor
Entrepreneurial Skills