



Apache Next Steps Center



RESUME CHECKLIST

Tips for writing your resume!

SECTION: HEADER & FORMAT

- Name listed at top of the page in bold
- Professional email address listed
- A current phone number with a professional voicemail listed
- Resume length should be 1 to 2 pages
- Font size is 10 or larger
- Format is easy to read

SECTION: EDUCATION

- Most recent school/college attended listed first
- Listed the official name of your degree/major
- Listed complete names of colleges/high schools
- Listed month and year of degree completion, or anticipated completion

SECTION: EXPERIENCE AND SKILLS

- Name of most recent companies/employers, job titles, dates of employment
- Three to six job responsibilities listed in bullet format
- Start phrases and action verbs (see list on back)
- Utilized keywords from the job description
- Listed skills and volunteer work that are relevant to the job description

REVIEW

- Corrected spelling and grammatical errors
- Ask one or more persons to review and offer suggestions



Apache Next Steps Center



RESUME CHECKLIST

Helpful action verbs to use in phrases!

ACTION VERBS

Developed
Planned
Researched
Tracked
Programmed
Handled
Authorized
Projected
Certified
Trained
Led
Processed
Repaired
Transacted
Arranged
Collaborated
Corrected
Built

Designed
Assembled
Evaluated
Issued
Scheduled
Sold
Entered
Performed
Refined
Influenced
Involved
Screened
Analyzing
Contracted
Achieved
Wrote
Drafted
Founded

Studied
Organized
Determined
Routed
Distributed
Displayed
Stocked
Confirmed
Strengthened
Supervised
Motivated
Updated
Incorporated
Revised
Initiated
Consulted
Modified
Verified

Great Resources:

myperfectresume.com/career-center/resumes/how-to/write

resumetemplates.com/

indeed.com/career-advice/resumes-cover-letters/how-to-make-a-resume-with-examples