

EDITING AND PROOFREADING YOUR RESUME CHECKLIST

Editing and proofreading are critical to the quality of your final resume. Once you have a full draft of your resume, use the checklists below to help you fine-tune it. You may have to do this exercise several times, but remember: a polished document is a professional document.

Contact Information

Have I checked my contact information for the following:

- Changes since the last time I updated my resume?
- Contact information I wish to add?
- Contact information I wish to delete?
- A professional-sounding email address?
- Effective presentation/design elements?
- Typos?

Accomplishments

- Have I clearly illustrated the situation?
- Have I used strong action verbs to describe the action I took?
- Have I provided SMART results?
 - *Specific*
 - *Measurable*
 - *Action-oriented*
 - *Results-oriented*
 - *Time-based*

Editing

Have I done the following:

- Kept the potential employer's needs in mind?
- Verified the accuracy of dates, numbers, names of people and organizations, etc.?
- Changed the passive voice to the active voice?
- Used action verbs or noun phrases?
- Used keywords and their synonyms?
- Focused on results?
- Used gender-neutral language?
- Avoided jargon?
- Deleted unnecessary words and wordy phrases?

Proofreading

Have I done the following:

- Ensured proper punctuation (commas, semi-colons, colons, etc.)?

- Ensured proper word hyphenation?

- Used a consistent number style (figures vs. words)?

- Spelled out abbreviations and acronyms in full?

- Done a spell-check?

- Avoided over-capitalizing words?

- Ensured proper use of “its” and “it’s”?

- Ensured consistent use of header levels and formatting?

- Ensured consistent spacing between headings, paragraphs, bulleted items, etc.?

Have I **removed** the following?

- Date of birth

- Marital status

- Height/weight

- Health status

- Ethnicity

- Mention of children

- Photograph

- Social Insurance Number

- Letter(s) of recommendation

- Information on salary history or salary requirements

- Personal or professional reference(s)

Final Draft

Have another person read your resume before you release it. A second set of eyes can often uncover typos that you missed. If you have considered all of the above items when reviewing your resume, you should be ready to submit your winning document.