



RESUME AUDIT WORKSHEET

- Research the organization and/or the position to find out what skills, values and experiences are needed.
- Brainstorm a list of primary jobs you have held, including any unpaid positions, that demonstrate you have the skills for the job. Also, list the skills you developed at each of these positions. (Note: Use the Resume Packet to assist you with this process)
- Make a list of three or four of your strongest skills or abilities that make you a good candidate for the job.
- Think of several accomplishments from your past paid and unpaid experiences to illustrate each key skill.
- Make a list of your training and education related to the job you want.

Heading

- Use a larger font for your name than the rest of the text.
- Include all contact information: full name, mailing address, phone, and email.
- Spell out all abbreviated words with the exception of states.
- Include both a local and permanent address if moving during the application process.
- Use a professional sounding email address.

Objective

- Clearly define the type of job and organization, specifying skills as applicable.

Education

- Include all colleges attended for more than one year.
- Include the university name, degree, major, graduation date and GPA (if above a 3.0)
- Spell out abbreviations such as Bachelors of Arts.
- Omit High School Information
- Move education section to top of resume under objective.

Summary (optional section)

- Use three to five bullet points to highlight specific qualifications as defined in the job description.
- Provide concise unique descriptions of your experiences.

Experience

- Document paid and unpaid experiences that relate directly to the job.
- Include organization name, position title, city and state and dates of employment.
- Describe experience in greater detail.
- State your skills strongly with: Action Verb + Details + Outcome/Result
- List the most recent and relevant experience toward the top – may need a “Related Experience” and “Other Experience” section

Formatting

- Balance text and white space on the page.
- Ensure headings stand out from the rest of the text, making items easy to find.
- Adjust margins to make the text fit well on the page.
- Overall, ensure the resume is visually appealing.
- Avoid using a template – use Winway
- Keep the resume to one page, and fill the entire page.
- Ensure there are absolutely NO errors.
- Use 11 to 12 point font.
- Ensure you are using a consistent format (i.e. dates, titles, etc should be listed in the same format)
- Use a __Chronological; __Skills based; or __Combination Resume

Additional Tips

- Use high-quality resume paper in white, cream, or gray.
- Do not use personal pronouns such as “I”
- Use past tense to describe past jobs and present tense for current jobs.
- Revise your resume frequently, preferable for every job to which you apply.
- Ensure your outgoing voice mail and cell phone messages sound professional.
- Save resume to a disc, send it to your email account and upload to GLW (CREW will not save a copy of your resume)

Additional Notes
