

1-2-3 RESUME CHECK

Take a moment to ensure you have customized your resume for your particular career goals
AND that the resume is visually appealing.

STEP 1: TRANSFERABLE SKILLS CHECK

Regardless of your career field, you should reference all of these skills at least once in your resume. Review the checklist to determine if you have included the following skills/qualities in your summary of skills or experience section. (Note: see reverse side for formatting your Summary of Skills and Experience section.)

Check off the skills below as you address them in your resume.

- Ability to work in a **TEAM** structure.
- Ability to **MAKE DECISIONS** and **SOLVE PROBLEMS**.
- Ability to **PLAN, ORGANIZE,** and **PRIORITIZE** work.
- Ability to verbally **COMMUNICATE** with persons inside and outside the organization.
- Ability to **OBTAIN** and **PROCESS INFORMATION**.
- Ability to **ANALYZE** quantitative data.
- TECHNICAL KNOWLEDGE** related to the job.
- Proficiency with **COMPUTER SOFTWARE PROGRAMS**.
- Ability to **CREATE** and/or **EDIT** written reports.
- Ability to **SELL** or **INFLUENCE** others.

*These skills were taken from Job Outlook 2014,
National Association of Colleges and
Employers.*

- **Teamwork**—ability to work with others in a professional manner while attempting to achieve a common goal.
- **Problem solving**—ability to find solutions to problems using creativity.
- **Planning, organizing, and prioritizing**—ability to outline and manage one’s time effectively.
- **Communication (verbal)**—ability to listen and speak effectively with others.
- **Obtaining and processing information**—ability to quickly interpret instructions and learn new tasks.
- **Analyze quantitative data** — ability to interpret reports, statistics, and other figures to draw conclusions.
- **Technical knowledge**—ability to articulate career specific skill sets such as nursing-patient care or IT-programming skills.
- **Computer skills**—basic understanding of computer hardware and software especially word processing, spreadsheets and email such as Microsoft Office.
- **Create and edit written reports** – ability to write proficiently.
- **Sell or Influence others**—ability to persuade others to make a decision.

STEP 2: “KEY/BUZZ” WORDS CHECK

The language in your resume should clearly reflect your career goals. Do your research to identify the “key/buzz” words for your particular industry. You can quickly identify these words by reviewing current job postings for your industry.

Also, check out the following resources for examples:

If you are uncertain as to what are considered key/buzz words for your career field, check out these resources:

- **O*NET Online (Occupational Information Network)**-- <http://online.onetcenter.org>-- type in occupation in the “Quick Search” box located on top right corner of home page.
- **Career Voyages**—www.careervoyages.gov—Choose a career category from blue shaded area on left side of home page>>Choose “In-Demand Occupations”>>Locate your “Occupation Title” and click “Description”.
- **Quintessential Careers** – www.quintcareers.com/action_skills.html--industry specific action verbs.

Example Summary of Skill Statements:

- **Summary of skill statement example for Nursing:** *Easily develops rapport with patients, families, doctors and staff.*
- **Summary of skill statement example for Engineering:** *Able to implement strategies and make informed decisions based on data.*