

# *Activate Your Resume!*

*Resume Proofreading Checklist*

*Resume Action Verbs*

Professional Objectives:

Looking for challenging role in  
constantly upgrading my knowl

Professional Experience

- Types of maintenance per  
1. Preventive mai

# Resume Proofreading Checklist

- Check name.
- Check your address.
- Check your email.
- Check your phone number.
- Run Spell Check
- Run Grammar Check
- Print and read aloud slowly. Circle errors or sections that sound odd to your ear. If it sounds odd, wordy or unclear - you probably need to rewrite and simplify.
- Read it backwards focusing just on the words. This is how you find the errors spell check will miss. Like when you type “coat” and mean “cost.”
- Check capitalization in your Area of Expertise/Qualifications section. Are you capitalizing every word consistently or just the first word of each bullet?
- Check capitalization at the beginning of each sentence.
- Consistent word tense at the beginning of each sentence. PAST TENSE, even if it is your present job.
- Check for consistent punctuation at the end of each sentence.
- Check the font by placing cursor at the top of your resume and using the down arrow to move down the document. Keep your eyes on the font box. If it changes, make sure it was supposed to change or correct if inconsistent with the format.
- Check the point size by placing cursor at the top of your resume and keying across. Keep your eyes on the font box. If it changes, make sure it was supposed to change or correct if inconsistent with the format.
- Check all bullets for consistency.
- Send your resume to someone else proofread.
- Wait 24 hours and proofread again starting at the top of this checklist before sending to a hiring manager.

# Resume Action Verbs

## Management skills

achieved  
administered  
analyzed  
applied  
approved  
assigned  
attained  
centralized  
chaired  
contracted  
consolidated  
coordinated  
delegated  
developed  
directed  
evaluated  
executed  
implemented  
improved  
increased  
launched  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reviewed  
strengthened  
supervised

## Communication skills

addressed  
arbitrated  
arranged  
authored  
corresponded  
developed  
directed  
drafted  
edited  
enlisted  
facilitated  
formulated  
fostered  
influenced  
interpreted  
introduced  
lectured  
mediated  
moderated  
motivated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
recruited  
spoke  
translated  
verbalized  
wrote

## Administrative skills

arranged  
catalogued  
classified  
collected  
compiled  
dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
revamped  
revised  
screened  
simplified  
specified  
standardized  
systematized  
tabulated  
updated  
validated

# Resume Action Verbs

## Research skills

analyzed  
clarified  
collected  
critiqued  
diagnosed  
defined  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
restored  
reviewed  
summarized  
surveyed  
systematized  
uncovered

## Technical skills

absorbed  
assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained  
operated  
overhauled  
processed  
programmed  
remodeled  
repaired  
solved  
trained  
upgraded

## Teaching skills

adapted  
advised  
clarified  
coached  
communicated  
consulted  
coordinated  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
guided  
informed  
initiated  
instructed  
recognized  
persuaded  
set goals  
stimulated  
taught

# Resume Action Verbs

## Financial skills

added  
administered  
allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
computed  
developed  
forecasted  
managed  
marketed  
planned  
projected  
researched  
tabulated  
totaled  
transacted

## Creative skills

acted  
conceptualized  
created  
designed  
developed  
directed  
established  
fashioned  
founded  
illustrated  
instituted  
integrated  
introduced  
invented  
originated  
performed  
planned  
revitalized  
Shaped

## Helping skills

added  
assessed  
assisted  
clarified  
coached  
counseled  
demonstrated  
diagnosed  
educated  
expedited  
facilitated  
familiarized  
guided  
referred  
rehabilitated  
represented  
Supported