

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