

Checklist for Résumés Regis Writing Center

A résumé is often the only contact between an applicant and an employer; therefore, the résumé must be polished and professional in order to present the best possible introduction. Check résumés for the following:

✓ **Parallelism in verbs**

Are all verbs in the same tense throughout the résumé? Choose past or present tense and do not switch verb forms.

Incorrect: Led retreats, advising freshmen, plan social events

Correct: Led retreats, advised freshmen, planned social events

✓ **Parallelism in punctuation**

Is punctuation consistent? Do all lines either end with a period or not end with a period? Is internal punctuation uniform?

Incorrect: Led retreat; planned, advertised, and coordinated social events, advised freshmen

Correct: Led retreat; planned, advertised, and coordinated social events; advised freshmen

✓ **Parallelism in dates**

Are all dates presented in the same format? Days of the month are generally not included in résumés; however, if they are, they should be in a consistent format.

Incorrect: Jan. 21, 1998-June 1998

Correct: January, 1998-June, 1998

✓ **Chronological order of dates**

Is the most recent experience or education listed first?

✓ **Organization**

Are common elements—such as education, experience, or awards and honors—grouped together?

✓ **Correct spelling, grammar, and usage**

Read *every* word and recheck the spelling of unfamiliar words.

✓ **Appearance**

Hold the résumé at arm's length and look for balance (is there more text on one side of the page?) and white space (does the text look crowded?).

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Most large corporations now scan résumés into a computer and then search for keywords, particularly verbs. Make sure to use the correct vocabulary for each type of job.

Career Services has many resources for developing résumés. Check with them for ideas about what to include or how to structure a résumé.