

Resume Review Checklist

Tailored to each job opportunity

- Customized for specific job (not a generic resume)
- Attention to integrating key words from the job description
- Skills summary section demonstrates fit for the position
- Section headings are meaningful and sections are listed in terms of importance and relevance
- Statement content demonstrates evidence of employer research

Easy to read and aesthetically pleasing

- No grammatical or spelling errors
- Professional email address and current contact information
- Most relevant information on the first page or top 1/3 of single page resume
- Consistent and legible fonts (size 11 to 12)
- Bulleted lists rather than long paragraphs
- Consistent header on all pages
- Enough white space

Accomplishment based

- Evidence of skills is demonstrated
- Accomplishments are quantified where possible
- CAR technique is utilized in many statements
- Attention is given to choosing concise, clear language

ATS (Applicant Tracking System) friendly

- Uses .docx or .txt format (pay attention to format requested)
- Clearly defined sections
- Integrates relevant targeted key words and phrases
- Content in text boxes, headers and footers is written for human readers only (ATS ignores these sections)
- Professional contact information at the top includes location
- Acronyms accompanied by full, spelled-out version
- Avoids heavy formatting
- Dates include month and year

The key to developing an effective resume is to always consider your resume from the employer's point of view. What aspects of your experiences are most relevant? Is it the skills you learned? A particular accomplishment? Knowledge you gained?

Accomplishment Statements

Accomplishment statements emphasize skills and results rather than just duties, tasks or responsibilities.

These statements include what you actually did, how you did it and the positive impact or results of your actions.

To create effective accomplishment statements you need to understand what the employer is seeking so that you can include your best examples to demonstrate that you have what they are looking for.

Try this formula to organize your experiences into accomplishment statements

C : What was the **challenge**, situation or task you were facing?

A : What **action** did you take? How did you respond to it?

R : What was the **result** of your action?

(This could be a tangible outcome, or the demonstration of a skill)

Tip: A challenge or task always has a result, we just don't think about it that way. For example, a server in a restaurant could describe results as reduced waiting time for customers, increased sales, or receiving positive feedback from a supervisor

Compare these examples:

Met with clients and resolved concerns.

Managed clients concerns by understanding their needs, researching alternatives and providing solutions. Resulted in service commendation from manager.

Oversaw annual club fund raising event.

Organized annual fundraising event that raised \$2000 for the Boys' and Girls' Club and increase awareness of the organization on campus.

Explore King's Career connect for additional resources
kings.uwo.ca/career-connect