

# RÉSUMÉ ORGANIZER CHECK✓LIST

Please prepare prior to your résumé appointment.

## ☐ OBJECTIVE & JOB TARGETS

What position are you seeking, in what field?  
What skills would you like to use and/or improve upon? Please supply links to 1-3 job listings. *If you have trouble with this, our Life Path Discovery tools may be useful. (Please inquire.)*

## ☐ EXPERIENCE

Working in reverse chronology (most recent position first) gather together:

- ☐ Job Titles
- ☐ Company Name, City & State
- ☐ Dates of Service: Month/Year of Start and End of each position. (Include promotions and job changes within companies.)
- ☐ Achievements: Highlight major accomplishments. List awards, recognition of service, etc. Be specific in quantifying achievements. For example, "Managed \$1.4 million budget." "Surpassed productivity goals by 125%." "Increased profitability by 40%," etc. Guesstimates are acceptable.

## ☐ EDUCATION

- ☐ Degree(s), school(s), year of graduation
- ☐ Dates attended if you did not graduate
- ☐ Grade point average, if "B" or above.
- ☐ Scholarships, internships, workstudy.
- ☐ Extracurricular activities if recent grad, or if relevant to your career.

## ☐ OTHER EDUCATION & QUALIFICATIONS

- ☐ Seminars (title, date, location)
- ☐ Inservice training (title, date, location)
- ☐ Licensing, Certifications (date, by whom)
- ☐ Security Clearances, Military Service
- ☐ International: DOB, Visa/GreenCard/Citizenship

## ☐ PROFESSIONAL & CIVIC MEMBERSHIPS

- ☐ Clubs, service organizations, charitable groups
- ☐ Dates of membership, service, elected positions.

## ☐ PERSONAL PROFILE

Imagine someone asking your supervisor:  
"What kind of person is (your name) to work with?" How would your supervisor respond?

Check all that apply, circle top four:

- ☐ Dependable. ☐ Punctual. ☐ Resourceful.
- ☐ Organized. ☐ Likeable. ☐ Focused worker.
- ☐ Goal-oriented. ☐ Hands-on manager/leader.
- ☐ Consistently achieves results. ☐ Analytical.
- ☐ Self-motivated. ☐ Works well independently.
- ☐ Positive. ☐ Team-player. ☐ Motivates others.
- ☐ Energetic. ☐ Enthusiastic. ☐ Meets deadlines.
- ☐ Enjoys solving problems, meeting challenges.
- ☐ Fast learner. ☐ Works well under pressure.
- ☐ Excellent communication ☐ Good Listener
- ☐ Assertive ☐ Attentive to detail ☐ Tactful
- ☐ Applies common sense ☐ Earns others' respect
- ☐ Gets along with all kinds of people.
- ☐ Other:

## ☐ PERSONAL INFORMATION

Include only if relevant to your career.

## ☐ REFERENCES (Have 3 for interview)

Name, title, nature of relationship (work-related, character reference), length of acquaintance, phone number, email address, mailing address.

## ☐ ABOUT FUNCTIONAL or SKILLS RÉSUMÉS

Highlights skills more than work history, drawing attention to what you can do, and away from chronology and frequency of job changes. This format is advised for those who have broad variety of skills and experience, or have had many short-term jobs. If this applies to you, list:

- ☐ Skill Categories (eg., Sales, Retail, Clerical, Marketing, Operations, Administration, etc.)
- ☐ Skills (computer, mechanical, language, etc.)



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