



# Proofreading Checklist for Resumes

## Content:

- ☐ **Read your bullet points *OUT LOUD*.** This may seem silly, but you are much more likely to catch errors or identify awkward wording when you *hear* them, rather than when reading silently to yourself. If you find yourself stopping in the middle of a bullet point, it is likely that you have awkward phrasing. Take the time to fix it right then.

## Style:

- ☐ **Go on a pronoun hunt.** Be sure your resume does not include pronouns (such as: I, my, we, us, they, our). Remember that a resume is an unusual document that does not rely on complete sentences. The subject (in this case, “I”) is understood and does not need to be included. ***NOTE: Although pronouns are not typically included within the text of a resume, some students choose to include their personal identifying pronouns up next to their names at the top of their resumes—and this is fine!***
- ☐ **Start each bullet point with an action verb.**
  - Download an action verb list in “Attachments” on our [Resume Resource Page](#) on Handshake
- ☐ **Check your verb tenses.** Be sure that you have written descriptions of past accomplishments in the past tense. If you are talking about a current position, it is okay to write those bullet points in the present tense—but keep it consistent.
- ☐ **End your bullet points consistently!** Whether you choose to end each bullet point with a period or not is completely up to you. However, be sure you are consistent!

## Formatting:

- ☐ **Line all of the dates up on the same margin** and be sure that the formatting matches. The style is up to you, but make sure it is consistent!
- ☐ **Make your bullets the same size** and check to see that they all line up on the same margin.
- ☐ **Check your fonts for consistency in type and size.** All of your headings should be in the same font and the same size (example: if you use all CAPS, then do so for each heading). Likewise, be sure that your bullet points are all written in the same size font—which may be smaller than your headings (that is a style choice that is up to you).
- ☐ **Review your line spacing.** If you are separating each section with a blank line space, then you will want to do that consistently.
- ☐ **Be sure you don’t exceed one page!** If needed, edit it to get it down to one page.

## Spelling and Grammar:

- ☐ **Run Spell Check, read your work aloud, and have someone else read it, too.** Correct spelling and grammar are crucial on a resume! Employers are judging candidates on their writing ability and on their attention to detail. (Note: Spell Check does NOT catch spelling errors in words formatted in all CAPS, so review these extra closely!)