

# 1-2-3 RESUME CHECK

Take a moment to ensure you have customized your resume for your particular career goals  
AND that the resume is visually appealing.

## STEP 1: TRANSFERABLE SKILLS CHECK

Regardless of your career field, you should reference all of these skills at least once in your resume. Review the checklist to determine if you have included the following skills/qualities in your summary of skills or experience section. (Note: see reverse side for formatting your Summary of Skills and Experience section.

<input type="checkbox"/> Communication skills (verbal and written)	<input type="checkbox"/> Problem solving skills
<input type="checkbox"/> Strong work ethic	<input type="checkbox"/> Analytical skills
<input type="checkbox"/> Teamwork skills	<input type="checkbox"/> Flexibility/Adaptability
<input type="checkbox"/> Initiative	<input type="checkbox"/> Computer skills
<input type="checkbox"/> Interpersonal skills	<input type="checkbox"/> Technical skills

Source: *Job Outlook 2008, National Association of Colleges and Employers*

- **Communication (verbal/written)**—ability to listen, write and speak effectively.
- **Strong work ethic**—enjoys the job and working until a problem is solved.
- **Teamwork skills**—ability to work with others in a professional manner while attempting to achieve a common goal.
- **Initiative**—teamwork is important but so is the ability to work independently, with minimal supervision, to be a self-starter who works above and beyond assigned tasks.
- **Interpersonal skills (relates well with others)**—be able to relate to co-workers, inspire others to participate, and handle conflict.
- **Problem solving skills**—ability to find solutions to problems using creativity.
- **Analytical skills**—ability to assess a situation, seek multiple perspectives, and gather information if necessary.
- **Flexibility/Adaptability**—ability to manage multiple tasks, set priorities and adapt to changing conditions and work assignments.
- **Computer skills**—basic understanding of computer hardware and software especially word processing, spreadsheets and email such as Microsoft Office.
- **Technical skills**—ability to articulate career specific skill sets such as nursing-patient care or IT-programming skills.

## STEP 2: “KEY/BUZZ” WORDS CHECK

The language in your resume should clearly reflect your career goals. Do your research to identify the “key/buzz” words for your particular industry. You can quickly identify these words by reviewing current job postings for your industry.

Also, check out the following resources for examples:

If you are uncertain as to what are considered key/buzz words for your career field, check out these resources:

- **O\*NET Online (Occupational Information Network)**-- <http://online.onetcenter.org>-- type in occupation in the “Quick Search” box located on top right corner of home page.
- **Career Voyages**—[www.careervoyages.gov](http://www.careervoyages.gov)—Choose a career category from blue shaded area on left side of home page>>Choose “In-Demand Occupations”>>Locate your “Occupation Title” and click “Description”.
- **Quintessential Careers** – [www.quintcareers.com/action\\_skills.html](http://www.quintcareers.com/action_skills.html)--industry specific action verbs.

Example Summary of Skill Statements:

- **Summary of skill statement example for Nursing:** *Easily develops rapport with patients, families, doctors and staff.*
- **Summary of skill statement example for Engineering:** *Able to implement strategies and make informed decisions based on data.*