



Supercharge Your Resume Tips & Checklist

The small stuff that has a big impact

- ✓ Spelling – proofread for errors, use spellcheck
- ✓ Tense – check for consistency of tense within a description
- ✓ Capitalization – City, State, Employers, Schools
- ✓ Punctuation – consistency with using periods at the end of a statement or not
- ✓ Dates – including month and year vs. only year
- ✓ Job Title - accuracy
- ✓ Format for a resume – Word document
- ✓ Layout – placement of items should be consistent, spacing, bullets
- ✓ Consistency – the key to a visually pleasing resume
- ✓ Accuracy of all information documented is imperative.
- ✓ Role Description Content
- ✓ Aim to quantify – output, reports, hiring or sales stats
- ✓ Provide detail to tell depth of knowledge, level of skill, scope of work
- ✓ Find someone to review your resume – family, career center, college/university, colleague

Resume and Career Development Resources

- Center for Workplace Development - <https://hr.harvard.edu/career-development>
- Harvard Ed Portal - visit them at 224 Western Avenue, Allston, MA
- All programming on LinkedIn
- KGA, Harvard University EAP - <https://my.kgalifeservices.com/>
- LinkedIn Learning
- Resources for Internal Candidates on HARVie - <https://hr.harvard.edu/resources-internal-candidates>
- Book: Modernize Your Resume.....Get Noticed Get Hired by Wendy Enelow and Louise Kursmark