**Checklist** for Revising and Editing Résumés

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| Name: |  | Date: |  |

Use this checklist as you revise and edit your résumé. Make improvement until you can check off each of the traits under “REVISING,” with input from a peer reviewer. Then check the traits under “EDITING,” with help from a peer editor.

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| **REVISING** |
|  | **Ideas** Have I included specific, accurate information? |
|  | **Organization** Are lists parallel in structure? |
|  | **Voice** Do I sound confident and businesslike? |
|  | **Words** Are all words precise and correct? |
|  | **Sentences** Do I leave subjects out of sentences? (abbreviated style) |
| **EDITING** |
|  | **Conventions** Have I checked all facts, figures, names, and technical terms? Have I checked punctuation, capitalization, spelling, and grammar? |
|  | **Design** Is my résumé attractive and clean-looking? |