

Proofreading Checklist



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Worksheets are intended to be used as a guide. The elements listed are some of the things you need to consider at particular states of your job search. The worksheets are by no means absolute, so don't feel you have to complete every item in order to proceed. They are also not exhaustive, so there are likely "other" elements you might want to consider that are not on the worksheets, depending on your particular situation and requirements. If you see the symbol †, refer to the related Reference Sheet for more information. Revisit the worksheets often to revise and recalibrate them as necessary based on your successes and challenges.

SPELLING

- Use spell check – on your first and final draft.
- Spell check with your own eyes (spell check won't catch "form" when you meant "from").
- Have a friend check the spelling.

GRAMMAR

- Use grammar check on your word processor - but don't rely on it.
- Use present tense for current duties/ responsibilities/ accomplishments.
- Use past tense for previous duties/ responsibilities/ accomplishments.
- Otherwise, don't switch tenses within your resume.

VOCABULARY

- Use a dictionary as you write your resume.
- Don't use words you don't know the meaning of.
- Beware of commonly misused words (accept/ except, personal/ personnel, etc).
- Use action words.

PUNCTUATION

- Be consistent.
- Use periods at the end of all full sentences.
- Capitalize all proper nouns.

STYLE

- Spell numbers between one and ten; use numerals for numbers 11 and higher.
- Choose a date format and keep it consistent.
- Choose a spacing and bulleting format and keep it consistent.
- Check abbreviations for correctness.
- Use an easy to read font and keep it keep the font consistent.
- Use plain white paper.

OTHER

- Have someone else proofread your documents.
- Double check your contact information.
- Double check your dates of employment.
- Do not indicate your salary history, sex, age, race or marital status.
- Do not indicate "References Available Upon Request" – this is unnecessary.