

Writing Resumes & Cover Letters Checklist



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Checklists are intended to be used as a guide. The actions and items listed are “reminders” – things you need to consider at particular stages of your job search. The checklists are by no means absolute so don’t feel you have to check off every item on the list in order to proceed. They are also not exhaustive, so there are likely “other” items and actions you need to consider that are not on the list depending on your particular situation and requirements.

| DOCUMENTS | |
|---|--|
| <input type="checkbox"/> Resumes & Cover Letters | I've collected my previous resumes and cover letters, which will help me when I create new ones. |
| <input type="checkbox"/> Degrees & Diplomas | I've collected copies of any degrees and diplomas I've earned. |
| <input type="checkbox"/> Certificates | I've collected copies of certificates for any special courses, programs or training I've completed. |
| <input type="checkbox"/> Transcripts | I have copies of my academic transcripts, or know how to obtain them if necessary. I have a list of my academic coursework and my grades. |
| <input type="checkbox"/> Reference Letters | I have copies of any previous reference letters written on my behalf. |
| <input type="checkbox"/> Awards & Acknowledgements | I have copies of any academic or job related awards or acknowledgements I received. |
| <input type="checkbox"/> Flash Drive | I have a flash drive or other media device for storing and organizing my electronic documents. |
| RESUME | |
| <input type="checkbox"/> Resume Format | I have reviewed the various resume formats and have determined which one works best for me. |
| <input type="checkbox"/> Online Resume | I have determined whether I will post my resume online and have prepared a separate, key word-based resume for this purpose. |
| <input type="checkbox"/> Contact Information | I have decided which contact information is most appropriate to use on my resume for correspondence. |
| <input type="checkbox"/> Resume Sections | I have created the outline for my resume under the appropriate sections and headings. |
| <input type="checkbox"/> Experience & Accomplishments | I have listed my relevant experience and related accomplishments to be considered for my resume. |
| <input type="checkbox"/> Extra-curricular Activities | I have decided whether to include relevant extra-curricular activities on my resume. |
| <input type="checkbox"/> Quantify & Qualify | I've quantified (with numbers) and qualified (with adjectives and descriptions) my experience and accomplishments. |
| <input type="checkbox"/> Action Words | I've used an action word to introduce each point of experience on my resume. |
| <input type="checkbox"/> Proofreading | I have proofread my resume for correct spelling and grammar – and have had someone else proofread it, too. |
| COVER LETTER | |
| <input type="checkbox"/> Addressee | I've confirmed the name, title and address of the person to whom I'm addressing and sending my cover letter and resume. |
| <input type="checkbox"/> Opening/ Body/ Closing | I've created a concise cover letter with a brief opening stating my interest, a body highlighting my experience, and a closing indicating my intention to follow up. |
| <input type="checkbox"/> Proofreading | I have proofread my cover letter for correct spelling and grammar – and have had someone else proofread it, too. |
| OTHER | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |