

# THE QCC OFFICE OF CAREER SERVICES

## Resume Proofreading Checklist

### Spelling Mistakes

- Don't use words with which you aren't familiar.
- Use a dictionary (online or traditional) as you write. <https://www.merriam-webster.com/>
- Perform a spell check on your finished resume.
- Carefully read every word on your resume. If you write "from" instead of "form," your spell check will be unable to detect your mistake.
- Have a professor, or a friend proofread your resume for you. Four 👁️👁️ are better than two!

### Punctuation Mistakes

- Check for periods at the end of all full sentences.
- Be consistent in your use of punctuation.
- When citing awards, etc. always put periods and commas within quotation marks (e.g., Won the "John H. Malcolm Memorial Service Award.").
- Avoid using exclamation points.

### Grammatical Mistakes

- Be mindful how you use tenses within your resume. The duties you currently perform should be in the present tense (e.g., write reports), but ones you may have performed at past jobs should be in the past tense (e.g., wrote reports).
- Capitalize all proper nouns.
- In most situations when expressing numbers, write out all numbers between zero and nine (e.g., one, five, eight), but use numerals for all numbers 10 and above (e.g., 10, 30, 100).
- If you begin a sentence with a numeral, spell out that numeral (e.g., Eleven service awards won while employed.).
- Make sure your date formats are consistent (e.g., 2/24/21 or February 24, 2021, or 2.24.21.). Choose one format and stick with it.

### Choose Your Words Carefully

- Be on the lookout for the following easily confused words: *accept* (to receive), *except* (to exclude), *all right* (correct), *alright* (this is not a word), *affect* (to bring about change), *effect* (result), *personal* (private), *personnel* (staff members), *role* (a character assigned or a function), *roll* (to revolve).
- Use action words (e.g., wrote reports, increased revenues, directed staff).

### Other Potential Mistakes

- Check dates of all prior employment.
- Check your contact information (email/phone number) – Is it still current, and correct?
- Check the number of spaces separating your section headings. Are they consistent?
- Check the abbreviation of state names. All state abbreviations are two letters – no periods. For example, New York is abbreviated NY, California is CA, and Florida is FL. Look up the other state abbreviations.

### What to Omit

- Omit salary history.
- Omit sex, age, race, marital status, or other similar personal information, including a personal photo (unless you are an actor/actress).
- "References available upon request." It is assumed by the employer that you will provide references when asked.