Project Manager Resume Keyword and Skills Checklist

Compare the posting with your resume. Tick only items that are true for you and that the posting asks for. Then check that key items are supported by a real example in your experience or projects when possible.

Project management methods

[ ] Scope definition and work breakdown structure
[ ] Schedule and critical path
[ ] Budget and cost tracking
[ ] Risk register and issue log
[ ] Change control
[ ] Stakeholder reporting
[ ] Agile, Scrum, Kanban, Waterfall, or hybrid
[ ] Stage gates and steering committee
[ ] Lessons learned and closeout

Tools

[ ] Microsoft Project
[ ] Smartsheet
[ ] Jira and Confluence
[ ] Asana or Monday.com
[ ] Microsoft Excel
[ ] Power BI or Tableau
[ ] Procore (construction)
[ ] Primavera (construction or capital projects)
[ ] SharePoint and Microsoft Teams

Credentials and training

[ ] Project Management Professional (PMP), only if you hold it
[ ] Certified Associate in Project Management (CAPM), only if you hold it
[ ] Certified ScrumMaster (CSM) or similar
[ ] ITIL 4 Foundation
[ ] OSHA 30-Hour Construction Outreach Training completion card (construction)
[ ] Employer or university project management course

Industry context (use only what is true)

[ ] IT systems, ERP, or data migration
[ ] Software releases and engineering teams
[ ] Construction and capital projects
[ ] Healthcare and clinical systems
[ ] Manufacturing and supply chain
[ ] Banking and regulatory change
[ ] Nonprofit or education programs

Before you submit

[ ] The posting words I use are true for my work
[ ] Key tools have a real example in experience or projects when possible
[ ] Each certification has a name, issuer, and year
[ ] For major project-delivery roles, I included a project scope or context line where it helps
[ ] Each number is one I can explain