

RESUME CHECKLIST



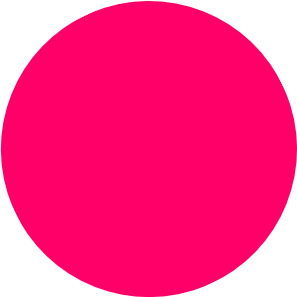
Format

- Be consistent with design choices
- Use a simple font like Arial or Times New Roman
- Utilize **bold** and *italics* to emphasize main points
- Choose a simple format with lots of white space
- Use bullet points for easy reading
- Stick to 1 page unless you have 10+ years relevant experience
- Do NOT include a photo

Personal

- First and last name
- Phone number and professional email address
- Website and social media profiles, especially LinkedIn

Work Experience

- List experience in reverse chronological order (current or most recent first)
 - Company name, job title, start & end date, location
 - Emphasize accomplishments, not responsibilities
 - Use strong action verbs
 - Quantify accomplishments when possible
 - Use keywords that match the job description
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Skills

- Only list skills relevant to the specific job
- List specific technical skills based on the job description
- Highlight skills in which you are proficient or better
- Don't include soft skills required for any employee, like "reliable"

Education

- List education in reverse chronological order
- School name and location
- Major/minor, degree obtained, dates attended, graduation year

Other

- Proofread for spelling, grammar, and punctuation
- Ask someone else to proofread
- Confirm the resume is tailored to the specific job and industry
- Export file as PDF
- Use FirstName-LastName-JobTitle-Resume or similar as file name

