

Resume Checklist: Start to Finish

Check your resume to ensure it represents you well.

Messaging

- ❑ **Purposeful** – All information supports your Target and personal branding.
- ❑ **Prioritized & Clear** – Critical information is seen immediately and distracting information is eliminated or minimized.
- ❑ **Marketing Tool** – Focused, targeted and not just a list of your experience.
- ❑ **Keywords** – Researched, based on Target position, and used throughout.

Layout

- ❑ **Visually Appealing** – Easy to read with white space and professional feel.
- ❑ **Consistency** – Of font types, styles, formatting, use of symbols (\$, %, M or Million).
- ❑ **Resume – Length** – Appropriate for experience-level (usually 2 pages).
- ❑ **Resume – Scannable** – (See 'Applicant Tracking Systems') to eliminate hard to read fonts, columns, and graphics.

Header

Your header includes the following information:

- ❑ **Full Name.**
- ❑ **Address** – City, State or City, Province (can eliminate street).
- ❑ **Email Address** – Reflects your name and is professional – no slang or nicknames.
- ❑ **Customized LinkedIn URL** (if you have a LinkedIn profile).
- ❑ **Phone** – One phone number you access often.

Summary

Your Summary contains 4 key elements:

- ❑ **Personal Branding Statement** (Functional title / level AND Value/Impact you make).
- ❑ **Hard Skills** – Functional areas of expertise (can include Technical Skills if CRITICAL to target position).
- ❑ **Soft Skills** – Strengths, experience, and attributes.
- ❑ Includes **Keywords** – From analysis of current job descriptions/postings for Target. See 'Resume Keywords'.



Professional Experience

- ☐ Includes up to **10-15 years of work experience**. If relevant experience, from 15+ years ago, see 'Ageless Resume' for options on how to include.
- ☐ **Current Company Name(s)**.
- ☐ **Job Titles**
- ☐ **Active Verbs/Actions** – To start all statements. Avoid passive terms (responsible for, duties include, worked with, assisted with, collaborated with, etc.).
- ☐ If updating an older resume – Reduce amount of data in your earlier jobs.

Accomplishment Statements

- ☐ Prove Statements made in your Summary – Strengths, skills, and/or expertise.
- ☐ Each includes both ACTION(s) + RESULT(s) (outcome, benefit, issue avoidance).

Optional Sections (See Resume Building Blocks)

- | | | |
|---|--|--|
| <input type="checkbox"/> Education | <input type="checkbox"/> Awards | <input type="checkbox"/> Training Facilitated |
| <input type="checkbox"/> Certifications | <input type="checkbox"/> Community Leadership | <input type="checkbox"/> Professional Affiliations |
| <input type="checkbox"/> Foreign Language Fluency | <input type="checkbox"/> Volunteer Experience | <input type="checkbox"/> Presentations |
| <input type="checkbox"/> Professional Development | <input type="checkbox"/> Speaking Engagements
(Conferences, Industry) | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Technical Skills | | <input type="checkbox"/> Patents |