



RESUME CHECKLIST

- ✓ Depending on your personal and professional circumstances, choose a chronological, a functional, combination, or targeted resume. Use the best fit for your work experience, educational background, and skill set. Take the time to customize your resume - it's well worth the effort.
- ✓ It's important to include all your contact information on your resume so employers can easily get in touch with you. In most cases, include your full name, phone number, and email address. If you have a LinkedIn profile or professional website, include those links as well.
- ✓ Focus on your **accomplishments** rather than recreating your job description. Accomplishments should be unique to you and should be specific. Work backwards to quantify your accomplishments by asking, If I had not done X, what could have happened?
- ✓ Quantify your achievements to ensure greater confidence in the hiring manager by using percentages, dollars, number of employees, etc.
- ✓ Think about your past jobs in terms of what your job was like before—and after you left—how did you change that job?
- ✓ Your resume should include the same keywords that appear in job descriptions. That way, you will increase your chances of your resume matching available positions - and of you being selected for an interview. Also, include keywords in your cover letter because that will be screened too.
- ✓ It's important to prioritize the content of your resume so that your most important and relevant experience is listed first, with key accomplishments listed at the top of each position.
- ✓ Use a logical format and wide margins, clean type and clear headings; make sure all bullets, titles, companies, and dates are in alignment with one another.
- ✓ Selectively apply bold and italic typeface that help guide the reader's eye. (Use your judgment and request feedback. Ask for feedback from peer reviewers, mentors, colleagues you can trust, friends).
- ✓ Use bullets as opposed to prose—avoid “symbols” (i.e. stars, emojis, balloons). Err on the side of being conservative stylistically.
- ✓ In general, you should have one resume page for every ten years of professional work experience (no more than two).
- ✓ Proofread, proofread, proofread! Avoid “silly” mistakes that could make or break your candidacy for a role.
- ✓ Including accomplishments, error-free writing that is grammatically correct, using clean, crisp type and paper will help make the best impression.
- ✓ Include a focused and targeted cover letter!

Adapted from:

<https://www.asme.org/career-education/articles/job-hunting/6-tips-for-writing-an-effective-resume>

<https://www.thebalancecareers.com/top-resume-writing-tips-2063314>