Resume Tips Checklist

Before writing my resume:

1. Am I prepared to not lie on my resume?

2. Am I going to use an industry-appropriate template?

3. Have I used the best resume format (preferably the chronological format)?

4. Have I used a resume-appropriate font in a readable size?

5. Do I have the correct 1-inch margins and single line spacing?

6. Have I used simple sub-headings?

7. Have I added a resume summary that reflects what the business wants, and not what I want?

8. Do I have my list of keywords taken from the job description ready?

My contact information:

9. Have I added a professional, but personal email address?

10. Is my contact information up to date?

11. Is my physical address necessary? If so, have I added it?

12. Have I included useful links to my personal website/blog/social media?

13. Does my contact information stand out?

Writing my resume: Work experience:

14. Have I used reverse-chronological order when listing my work history?

15. Have I gone back no further than 15 years in my work history?

16. Are my bullet points on my work roles achievement-oriented and not responsibilities-oriented?

17. Have I quantified my achievements where possible?

18. Have I listed all my promotions to show my work advancements?

19. Do I have any significant gaps in my work history? If so, have I added appropriate explanations?

20. Have I removed all industry-related jargon and kept my work history understandable?

21. Have I used the active voice and have I made use of action verbs?

22. Have I included any volunteer, part-time, temporary, contract, or freelance work experience that is relevant to the job?

23. Have I used my list of keywords from the job description and not added too many?

24. Do I need to replace my work experience section with a different section? If so, have I done so?

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Writing my resume: Education:

25. Should my education section replace or come before my work experience section? If so, have I done so?

26. Have I listed my education in reverse-chronological order without dates (or with dates, if I graduated recently)?

27. Have I highlighted any honors that I received in school/college/university?

28. Have I included any continuing education, professional development coursework, or online courses that I am currently doing?

29. Have I added descriptions of my coursework?

Writing my resume: Skills, awards, and interests:

30. Have I highlighted my skills that are most relevant to this job?

31. Have I removed all mentions of generic skills from my resume?

32. Do I need to create subsections in my skills list? If so, have I done so?

33. Have I added all relevant work-related awards and/or personal achievements?

34. Do I need to add a hobbies and interests sections (if I have the space)? If so, have I done so?

Wrapping up my resume:

35. Is my resume no longer than 2 pages?

36. Have I removed all mentions of short-term jobs, if necessary?

37. Have I correctly hidden short-term work gaps, if necessary?

38. Have I appropriately explained periods of job-hopping, if necessary?

39. Have I removed all instances of creative padding?

40. Have I removed the phrase "references available on request?"

41. Have I run my job description and resume through a cloud generator to check for keyword similarity?

42. Have I proofread my resume with spell-check, personally, and through a friend or colleague?

Before I send my resume:

43. Have I saved a copy as a PDF?

44. Have I correctly named my resume file using my full name?

45. Have I included a cover letter that matches the information in my resume?

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46. Have I followed all of the recruiter's instructions exactly?

After sending my resume:

47. Am I remembering to constantly refresh my resume with any new responsibilities, skills, experiences, or awards I have gained?

48. Have I used a unique resume for each job application I send?

49. Have I written a thank you email to the hiring manager after any interviews?

50. Are my social media accounts set on the correct privacy levels, clean, and professionally appropriate?