

Targeted Resume Checklist

It's great to keep a resume on file and regularly update it, but it's even better to write a *Targeted Resume* for each new job you apply for.

Based on your skills, qualifications, and experience, select one of the following resume formats: *Chronological*, *Functional*, or *Combination*.

Once you have decided on your resume template, use our checklist to write a Targeted Resume.

1. Analyze the job posting and underline all the keywords.
2. Visit the company's website and social media pages to determine company culture and values.
3. Ask yourself if you really want the job.
4. Write down what you have to offer the company.
5. Use your above answer to construct a Career Summary Statement or Resume Objective.
6. Identify which of your skills, qualifications, and experience are most relevant to the job you're applying to and include them in your resume.
7. Double-check the job posting to make sure the resume you've written complements it.
8. Make sure you've used Times New Roman, Arial, or Helvetica as the font.
9. Remove all colors and graphics.
10. Make sure all the information is true and accurate.
11. Check for spelling and grammar mistakes with Grammarly.
12. Have someone read over it to do a final check.

