



The following content was originally written by Elizabeth Debol at Propel Yourself Now.

Resume Checklist #2

WHAT TO INCLUDE:

- ___ Title for your client
- ___ Contact Information (phone, email, location, LinkedIn URL)
- ___ Summary Statement (what they have to offer employers)
- ___ Relevant knowledge and skills (hard and soft)
- ___ Work experience
- ___ Education

APPEARANCE & ORGANIZATION:

- ___ Clear section headings
- ___ Visually pleasing
- ___ Easy to read
- ___ Looks professional

CONTENT:

- ___ Descriptions, skills, and knowledge must be related to the job
- ___ Begin descriptions with action verbs
- ___ Write brief descriptions under titles
- ___ Use industry keywords throughout the resume
- ___ Use words related to the job description
- ___ Give examples of proficiency with skills related to the job
- ___ Include details to make your client stand out from other applicants
- ___ Use of present tense and past tense (for current/past jobs)
- ___ Minimal use of repetitive words
- ___ Capitalization, punctuation, and date formats should be consistent

WHAT NOT TO INCLUDE:

- ___ Career Objectives (we now write Summary Statements)
- ___ Tables or Graphs
- ___ Gender, Age, or Marital Status
- ___ Artwork, text boxes, columns, shapes, or photos
- ___ References
- ___ Fraud or Exaggeration
- ___ Personal Pronouns (I, me, my)
- ___ Fluff or jargon

FORMAT & DESIGN:

- ___ Save as a .doc or .docx or .pdf
- ___ Use a common font: Arial, Calibri, Verdana, Lucida, Tahoma, New Times Roman
- ___ Use only 1 font type throughout the entire resume
- ___ Font size should be between 10.5 & 12 pts (larger is allowed for headings)
- ___ Use color consistency (black or dark gray) for the text
- ___ 1-inch margin on the top, bottom, and sides (can be as small as .5 inches)
- ___ Leave white space between sections (for easy reading)
- ___ Use only 1 color (at most, 2) for a pop-of-color

GRAMMAR:

- ___ Spelling errors (pay attention to the details)
- ___ Edit your client's resume and have 1 or 2 others edit it as well
- ___ Resume your client's resume bottom to top and right to left to find mistakes

ATS RECOMMENDATIONS:

- ___ Tailor your client's resume to the position they're applying for
- ___ Include words or phrases from the job description on your client's resume
- ___ Include industry keywords so your client's resume will make it through the ATS
- ___ Include achievements that demonstrate your client's accomplishments (C.A.R.)
- ___ Detail how your client helped each company specifically (C.A.R.)

COMMON MISTAKES:

- ___ Too long (stay with 1 or 2 pages)
- ___ Spelling errors
- ___ Grammar mistakes
- ___ Inconsistency
- ___ Use of the same action verbs
- ___ Trying too hard to sound perfect
- ___ Hard to read
- ___ Not enough white space
- ___ Disorganized
- ___ Jargon
- ___ Irrelevant information
- ___ Sounding too modest or arrogant

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