

Resume Checklist

Preparing to Work as a Cloud Support Associate

To make your resume stand out and ensure it contains all necessary elements, consider going through this checklist. The checklist is designed to help you catch inconsistencies, errors, and missing details. Use the checklist as a guide to redesign your resume, fix any issues, and highlight relevant information. By tailoring your resume to your unique experiences, you can increase your chances of making a positive impression on potential employers.

General appearance

The general appearance of your resume is one of the first impressions you make on your future employer. By having a well-formatted resume, you demonstrate your professionalism and meticulous attention to detail. To help ensure that your resume is clear and consistent, check the following:

Font

- ☐ Font is easy to read across all devices. Some fonts you might use include Calibri, Georgia, Verdana, Arial, or other non-serif font.
- ☐ Font size of 11–12 points for text and 12–14 points for titles.

Format

- ☐ One or two full pages of content.
- ☐ Text aligned on the left side.
- ☐ Even margins on the left and right sides.

Organization

- ☐ Clearly defined sections. These sections might include contact information, professional summary, skills and expertise, experience, and education.

Content

The information you share in your resume should help you stand out from other candidates. When you outline your professional background, check if your resume has the following:

Contact details

- ☐ First and last name at the top of the resume.
- ☐ Phone number with area code.
- ☐ Email address that sounds professional. This address can include your first name, last name, or a combination of both.
- ☐ Highly recommended: Portfolio website or professional social media profile.

Professional summary

- ☐ Short description of your greatest achievements, area of expertise, and relevant degrees.

Core competencies

- ☐ Relevant technical skills.
- ☐ Relevant soft skills.

Education

- ☐ Highest degree of education.
- ☐ Name and location of school where you obtained the degree.
- ☐ Date of graduation or expected graduation.
- ☐ Current certifications.

Professional development

- ☐ Names of additional technical courses, workshops, and projects. Include only relevant information. Don't list all of the coursework you've ever completed.

Experience

- ☐ Paid work experiences, internships, volunteer work, or leadership positions listed in a chronological order, where the most recent experience appears at the top of the list.
- ☐ Company name, location, job title, and dates of employment.
- ☐ Short list of 3–4 bullet points that focus on accomplishments, not duties.
- ☐ Past tense action verbs at the beginning of all bullet points.
- ☐ Keywords and terminology from the job description.
- ☐ Data to quantify accomplishments where possible.

Final review

It's important to review your resume before you apply. The final review provides opportunities to fix overlooked errors and align your resume with job descriptions. Consider these points during your final review:

- ☐ Resume is clear and easy to read.
- ☐ Resume has no spelling errors, grammar errors, or colloquial phrases.
- ☐ Resume has no images, photos, and private information.
- ☐ Resume has no tables, columns, and other confusing layouts.
- ☐ Resume includes transferable experiences and skills.
- ☐ Resume includes keywords and terminology from the job description.
- ☐ Resume is exported as a PDF.