

	Task This checklist is not made in order to force you to read twice or more each section.
<input type="checkbox"/>	Before submitting your CV, ask yourself if a picture is required. Remember, if it's not necessary, it's best to leave it out.
<input type="checkbox"/>	When selecting a picture, it's crucial to consider the following elements to maintain a professional appearance: unique background color, well-groomed hair, confident facial expression, and proper attire.
<input type="checkbox"/>	Have you removed any personal information that is not relevant? (Nationality, Mariage, Age, Full address...)
<input type="checkbox"/>	Did you Add the necessary personal information ? (Phone Number, E-mail, Address, Link to your portfolio, *Optional: Driving license)
<input type="checkbox"/>	Have you optimized your LinkedIn profile to its fullest potential? If so, have you included the link on your resume?
<input type="checkbox"/>	Have you added a link to your portfolio ?
<input type="checkbox"/>	Is you e-mail professional ? (name.lastname@provider.com ...)
<input type="checkbox"/>	Have you included a summary in your resume that doesn't just repeat the information already stated?
<input type="checkbox"/>	Are all of your bullet points in the past tense and begin with a verb?
<input type="checkbox"/>	Are your bullet points shorter than two lines? Please condense them for better readability.
<input type="checkbox"/>	Have you checked for any grammar or spelling errors? https://www.reverso.net/orthographe/correcteur-anglais/
<input type="checkbox"/>	Has your friend had a chance to review your CV?
<input type="checkbox"/>	Do the bullet points in your experience section include quantifiable accomplishments?
<input type="checkbox"/>	Have you included relevant skills from the job description in your CV?
<input type="checkbox"/>	Have you included relevant projects that align with the job description?

<input type="checkbox"/>	Have you replaced any star or bar chart metrics on your CV with descriptive language instead?
<input type="checkbox"/>	Have you omitted any skills, languages or interests that you are not familiar with?
<input type="checkbox"/>	Did you remove any Buzzwords from your CV?
<input type="checkbox"/>	Did you use strong verbs in your Bullet points ?
<input type="checkbox"/>	If you have less than 5 years of experiences: is your CV written in a single page?
<input type="checkbox"/>	Did you print your CV and verified that your CV is readable ?
<input type="checkbox"/>	Have you used a simple good looking CV Template ?
<input type="checkbox"/>	Did you verify that all the CV uses the same Font (Typography)?
<input type="checkbox"/>	Did you verify that everything is aligned when you zoom in ?
<input type="checkbox"/>	Did you verify that your pdf file is named : name_lastname.pdf
<input type="checkbox"/>	Did you verify if your pdf size is under 1mb
<input type="checkbox"/>	Did you order your experiences from the most recent one to the last recent ?
<input type="checkbox"/>	Did you use resumeworded or other tool to evaluate your resume ? you should hit 75 or more https://resumeworded.com
<input type="checkbox"/>	Did you verify all the puncutations of your resume ?
<input type="checkbox"/>	Did you convert your Educational degree to the targeted country?
<input type="checkbox"/>	Did you use the preferred language of the company?
<input type="checkbox"/>	Do your resume includes these mandatory sections: <ul style="list-style-type: none"> ● personal information ● work experience ● education ● language ● certification
<input type="checkbox"/>	In case you used ChatGPT (or any LLM / IA tools) did you reformulate all the sentences ?
<input type="checkbox"/>	Did you run a GPT checker

<input type="checkbox"/>	Did you use one of these Font size: 10, 11 or 12pt for paragraphes 12 or 14 for titles/headings
<input type="checkbox"/>	Did you remove any personal pronouns (I, Me or My)
<input type="checkbox"/>	Did you include your GPA/MARK only if it's a good mark ?
<input type="checkbox"/>	Did you order your degrees from the most recent to the oldest one?
<input type="checkbox"/>	Did you include all the date periods of your experience? (use Current instead of Today)
<input type="checkbox"/>	Did you include the year of graduation or expected graduation?
<input type="checkbox"/>	<p>If the number is under 10 did you wirte it in full letters and if it's above 10 only in numbers ?:</p> <ul style="list-style-type: none"> • 1 → one • 11 → 11
<input type="checkbox"/>	Did you include any softskills ?
<input type="checkbox"/>	If ATS is mandatory, Did you use the ATS template ?