



# Your Checklist for a World-Class Resume & LinkedIn Profile!

UpGrad.com



Dear student,

Here's a handy checklist to refer back to, as you create your world-class resume and LinkedIn profile!

Best regards,  
Your friends at UpGrad!

- ☐ No grammatical errors! Triple-check your resume. Use a spell checking software, a friend, and a professional.
- ☐ Use the summary paragraph to show the value you bring to the table for the hiring company.
- ☐ Eliminate buzzwords like "team player", "motivated", "high-impact".
- ☐ Do not exceed two pages. Less is more. Use the resume to "flirt" with the reader.
- ☐ Include quantitative results—that means measurable metrics you achieved or influenced.
- ☐ Include these sections: Contact, Summary, Skills, Experience, Education, & Additional Info.
- ☐ Elaborate your results in your most recent job. Recent skills are most transferable.
- ☐ Use a simple sans serif font like Helvetica, Arial, or Geneva. Font size 10 - 12 points.
- ☐ Craft a cover letter that shows why you are most suitable for the specific role.
- ☐ Use keywords from the job description so your resume makes it past filtering software.

- ☐ Clean up your URL and simplify it to just your name.
- ☐ Use Canva and Pexels or Unsplash to create your background image.
- ☐ Upload an engaging and professional looking headshot.
- ☐ Your title should be a keyword embedded value statement. Not your current designation.
- ☐ The summary should be interesting, impressive and unique. Add your contact details.
- ☐ Work experience should mirror your resume strategy, but you can elaborate it further here.
- ☐ Write one article a week so that it shows in your profile.
- ☐ Get at least 10 recommendations from senior professionals.
- ☐ Follow influencers and join many relevant groups.
- ☐ Connect with targeted people regularly and engage with them via messaging.



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# Your Turn Now!

Refer to this checklist to create your world-class resume and LinkedIn profile in less than one weekend!

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Attract\*

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