

Make Sure Your Resume Is Ready to Go with This Checklist

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If you've ever been on a job search, you know how important a resume is. Those one or two pages will be the first thing a potential employer sees, and it will be the main thing they use to decide if they even want to have you come in to nail an interview. You need to make sure your resume stands out from the crowd. It needs to have all of the right details about your experience and skills, and it needs to leave off the wrong ones.

[How to Make Your Social Media Profile Picture Impress For a Job Search](#)
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You just have to accept that when you apply for a job, there's a good chance that the place at which you want to work is going to look you up on social media. [Read More](#)

So, how are you make sure your resume is ready to go? This handy resume checklist is a great place to start. Look it over compared to yours, and see if you've hit all the key points. You just might find that you forgot something critical, and it could be the difference between getting your dream job and falling a bit short.

Via [EssayMama](#)

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1 CONTACT INFO

- ☒ Full name
- ☒ Address (street name, city, state, zipcode)
- ☒ Phone
- ☒ Email
- ☒ Personal photo (optional)

! Do not use your nickname
(Mike «Big Boss» Smith is
not appropriate)

! Make sure your email is
professional enough
(angreebeaver@yahoo.com,
really?)

2 HEADLINE

! You may optionally add:

- Brand statement
- Objective
- Profile

- ☒ Write a statement about
who you are and what you
offer
- ☒ Make it concrete
- ☒ Add a '30-second elevator
pitch' *

* The pitch should last as long as a typical elevator
ride, or about 30 seconds, and summarize who you are,
what you do and why you'd be a perfect candidate.

3 EXPERIENCE

- ✓ The companies you worked for
- ✓ Dates of employment
- ✓ Positions you held
- ✓ Responsibilities and achievements

! Write it in reverse chronological resume format

! Focus on the past 10-15 years

! Do not include salary history

4



EDUCATION

! High school should be removed if you attended college

! Degree listed first, college/university second

! Graduation date listed, even if you have not graduated yet

- ✓ Colleges you attended
- ✓ Degrees you attained
- ✓ Special awards and honors you earned

5



SKILLS

! Choose and include skills related to the position you are applying for

Accurate
Adaptable
Alert
Ambitious

Careful
Competent
Confident
Conscientious

Flexible
Hardworking
Honest
Industrious

Amiable
Analytical
Articulate
Assertive
Attentive
Broad-minded
Businesslike
Capable

Consistent
Cooperative
Dedicated
Dependable
Determined
Efficient
Energetic
Enterprising

Innovative
Motivated
Optimistic
Organized
Patient
People-oriented
Practical
Responsible

6



'EXTRAS'

! Add Social Media connections only if you have professional accounts:

- LinkedIn
- Twitter
- Google+

- ☒ Licenses/Certifications
- ☒ Publications
- ☒ Professional Affiliations
- ☒ Awards and Recognition
- ☒ Portfolio
- ☒ Social Media profiles

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DOC

FORMATTING

- ☒ No more than 1-2 pages
- ☒ Times Roman/other Serif font, 10-12 point size
- ☒ No more than 2 fonts/sizes
- ☒ Bullet points for lists
- ☒ Prepare your resume in .doc, .docx, .pdf format

! Add the keywords for the Applicant Tracking Systems (ATS)

! Do not write in all caps

! Do not use word art, clipart or colored backgrounds

! Check your own name spelling.

This is not a case of 'Stephanie' being spelled 'Stefany'. This is a case of 'Angela' being spelled 'Bnglae'.

- ☒ Use action verbs
- ☒ Avoid jargon and slang words
- ☒ Spell out numbers from 1 to 9
- ☒ Proofread your resume

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Sources:

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