

Outcomes ATS Resume Checklist

Use this checklist to evaluate your resume and ensure that it is as effective as it can be. Use the [Resume Reference Guide](#) for tips and strategies to write and format your resume according to best practices in this checklist.

I know that my resume is impactful because:

Contact Information	<input type="checkbox"/> I included a professional job title below my name that helps to brand me for desired roles. <input type="checkbox"/> I included my current city and state. <input type="checkbox"/> I included an email address that includes my name and a current and leading email provider. <input type="checkbox"/> I included my phone number. <input type="checkbox"/> I included a link to my portfolio website, if applicable. <input type="checkbox"/> I confirmed that all links work and that all of my information is up-to-date.
Resume Summary	<input type="checkbox"/> I included a brand statement that highlights my areas of expertise and my unique value, in one to three strategically crafted sentences. <input type="checkbox"/> Brand statement does not exceed four lines of text <input type="checkbox"/> I can support my brand statement with examples, in the body of my resume, including the experience section.
Skills	<input type="checkbox"/> I listed industry specific, technical skills first. <input type="checkbox"/> I only include skills that I can support with evidence in the experience section. <input type="checkbox"/> I organized my skills, where possible, so that more distinct skills are grouped together, under a more overarching skill (ex: Databases: SQL, MySQL). <input type="checkbox"/> I aligned my skills with the skills listed in the job description. Skills Examples: Organize your skills into industry-specific and transferable skills. List the industry specific skills first, and group more distinct skills together. Example: SEI Ex: <ul style="list-style-type: none"> • Languages & Frameworks: Python, JavaScript, Ruby on Rails, Meteor, jQuery, Node, Express, AJAX, HTML, CSS, Bootstrap, Devise, CanCanCa, RailsAdmin, Chart Kick • Management & Deployment: RSpec, Git, GitHub, Heroku, Command Line • Databases: SQL PostgreSQL MongoDB

- Methodologies: Object Oriented Programming | MVC Pattern | Test-Driven Development | Responsive Design | Authentication | User Stories | ERDs | Wireframing | Agile Development/Scrum

UXDI Ex:

- UX Design Practices: UX & UI Design, Information Architecture, Competitive Analysis, User Research, Affinity Diagramming, Persona Creation, Sketching, Wireframing, Prototyping, Presenting, Storytelling, Visual Design
- Software: Azure, Illustrator, Invision, Keynote, Omnigraffle, Photoshop, POP App, PowerPoint, Sketch, Typeform

DSI Ex:

- Languages: Scientific Python (scikit learn, pandas, statsmodels, etc), SQL, R, bash, LaTeX
- Data Visualization: Seaborn, Matplotlib, Tableau
- Database Management: SQLite, MySQL, PostgreSQL
- Big Data: AWS, Hadoop, Spark, Hive
- Supervised / Unsupervised Machine Learning: Regularization with Lasso, Ridge, ElasticNet, Linear/Logistic Regression, kNN, Decision Trees, Bagging/Boosting Models, Model evaluation with ROC curve, cross-validation, bootstrapping, grid-search
- Natural Language Processing: Tf-idf, Snowball

DAI Ex:

Languages: SQL, Python

Data Visualization: Power BI, DAX, Tableau, Matplotlib, Seaborn, Visual Analytics Best Practices

Data Wrangling and Preparation: Excel, Power BI DAX, PostgreSQL, Python, pandas, scikit-learn, APIs, Web scraping, Time Series

Statistical Analysis: Descriptive, Inferential, Linear Regression, Correlation, Classification

NLP: Sentiment Analysis

Non-technical challenges of working with data: How to take business problems and frame Data Analysis questions from them; Identifying biases in data; Data

	<p>Analytics Ethics; Critique and Data Qualifiers, Application of Business Key Performance Indicators</p> <p>Presentations skills (for technical and non-technical audiences) Working in data teams using Agile ways of working</p>
Relevant Experience	<p><input type="checkbox"/> I showcased all relevant experience, education, and achievements in this section to help hiring managers to clearly see how I am skilled and prepared to make an impact in my desired new role.</p> <p><input type="checkbox"/> I included my GA immersive experience, with a description highlighting projects and achievements.</p> <p><input type="checkbox"/> If my GA immersive experience also includes work on a client project, I include that project as a separate entry under the company name.</p> <p>Examples:</p> <p>User Experience Design Immersive Student, 12/2014 - 2/2015 General Assembly, Atlanta, GA 10-week, 400+ hour User Experience Design program focused on user-centered design methods, design thinking skills, team collaboration, and client relations. Developed a portfolio of individually and collaboratively focused in-class projects, including:</p> <ul style="list-style-type: none"> • Under Armour Record: Designed this app's next iteration with features that motivate behavioral changes to meet the growing demand to track individual performance and progress. • Wedding Dress Fantasy: Visually redesigned and coded their website to increase online traffic and sales by making the site easier to navigate and more appealing. <p>Software Engineering Immersive Student (or) Software Engineering Fellow Company: General Assembly 12-week, 500+ hour training program focused in Git/Github, HTML, CSS, JavaScript, Node, MongoDB, SQL, and Python. Learned computer science fundamentals while executing software engineering projects in an Agile development workflow.</p> <ul style="list-style-type: none"> • Leveraged third-party APIs and integrated them into websites and applications. • Created full-stack web applications, using recursive algorithms and web forms. • Leveraged debugging strategies to ensure program integrity. <p>Data Science Immersive Student (or) Data Science Fellow Company: General Assembly 12-week, 500+ hour training program focusing on the ability to analyze, make</p>

	<p>sense of, convey data-driven facts from massive data sets, and predict what happens next through predictive modeling and pattern recognition. <i>Also consider profiling projects and skills here:</i> Data Science, Python, SQL, Machine Learning, Tableau, Git/Github, Data Mining, Research, etc.</p>
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> I included the company, location, job title, and dates for each role. <input type="checkbox"/> I used consistent heading formatting for each role. <input type="checkbox"/> My most recent job appears first, and each subsequent role follows in reverse chronological order. <input type="checkbox"/> I showcased past accomplishments and achievements as much as possible (not mundane job duties and responsibilities). <input type="checkbox"/> I included measurable data toward goals, where possible, to quantify achievements and spotlight results. <input type="checkbox"/> I included examples to demonstrate how I have used the skills listed within the skills section. <input type="checkbox"/> Each bullet or sentence begins with an action verb. <input type="checkbox"/> I varied the action verbs used throughout the experience section
Education	<ul style="list-style-type: none"> <input type="checkbox"/> I included all relevant higher education and advanced training, including GA. <input type="checkbox"/> I Include the name of the school, city and state, area of study, and the degree, if applicable.
Language and Grammar	<ul style="list-style-type: none"> <input type="checkbox"/> The language throughout my resume is clear and concise. <input type="checkbox"/> I used impersonal language (no “I”, “he”, “she”) throughout my resume. <input type="checkbox"/> I used the present tense to describe current experiences and past tense to describe past experiences (work and otherwise). <input type="checkbox"/> My resume is free from spelling and grammar errors.
Format	<ul style="list-style-type: none"> <input type="checkbox"/> My resume is easy to navigate with clear section titles. <input type="checkbox"/> My resume is easy-to-read with sufficient white space for the reader. <input type="checkbox"/> Formatting is uniform throughout. <input type="checkbox"/> I used an easy-to-read, widely acceptable, modern resume font. <input type="checkbox"/> I used a font size no smaller than 10 points. <input type="checkbox"/> I used bold, italics, or capitalization to spotlight important information like titles and dates. <input type="checkbox"/> The length of my resume is appropriate for the length of my career (1 page <10 years, 2 pages >10 years).
Scannability	<ul style="list-style-type: none"> <input type="checkbox"/> I aligned the language in my resume as closely as possible to the language in the job description. <input type="checkbox"/> I formatted my resume in an ATS friendly way by avoiding images, graphics, columns, tables, boxes, special symbols, and fancy fonts.

	<ul style="list-style-type: none"><input type="checkbox"/> I did not include any content in the header or footer.<input type="checkbox"/> I ran my resume through a resume optimization tool like Jobscan to ensure that my resume makes it past ATS programs to a human for review.
File Name & Format	<ul style="list-style-type: none"><input type="checkbox"/> I included my first and last name, as well as the word “resume” in my resume file (ex: John_Doe_Resume.pdf, John Doe Resume.doc)<input type="checkbox"/> I saved my resume in the format that is required in the job description, or the applicant tracking system when applying.<input type="checkbox"/> If sending the resume directly to someone, and in any other case where the preferred format is unknown, I saved and sent my resume as a PDF.