

*The New Rules of Work: The Muse Playbook for Navigating the Modern Workplace*  
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## **YOUR RESUME EDITING CHECKLIST**

Are you ready to send your resume out into the world? Our editor In chief, Adrian Granzella Larssen, put together a resume-editing checklist to make sure:

### **LOOK AT THE BIG PICTURE**

- Does this sell you as the perfect candidate for the types of roles you're seeking?
- Are there any gaps between the experience on the page and the experience required for the job?
- If so, are there ways in which you could bridge those gaps?
- What makes your experience stand out among other similar candidates?
- Does the top third of your resume serve as a hook to get the hiring manager to read more?
- Is there anything on your resume that doesn't need to be?

### **SCRUTINIZE THE BULLETS AND DETAILS**

- Is this the strongest possible language you could use?
- Can anything be said more clearly? Or in fewer words?
- Is there any language or acronyms that someone outside your company or industry wouldn't understand?
- Could anything benefit from examples?
- Can anything be quantified? Can you show a benefit?
- Are there words used repeatedly? Can they be replaced with more creative language?

### **FACT-CHECK**

- Are the companies you worked for still named the same thing? Still located in the same city?
- Are your position titles accurate?
- Are your employment dates correct?
- Are all of the numbers and percentages you use to describe increases, quotas, budgets, savings and achievements (reasonably) accurate?

### **PROOFREAD**

- Are there any typos? Wrong word usage?
- Does each bullet point end with a period (or not)? Either is fine; just be consistent.
- Are you using the serial comma (or not) throughout?

### **MAKE SURE IT LOOKS NICE**

- Does the page look visually appealing?
- Is the page overly cluttered?
- Is the font size too small? Is it difficult to read?
- Are the font size and format for each section consistent?
- Does the layout make sense?
- Is your contact information easily findable?

Finally look back to the application instructions. Did you include everything that was requested? Failing to follow the instructions is a huge red flag to hiring managers - after all, if you can't follow instructions now, how can they trust that you'll do so once you are on the job?

Once your resume is finished, save it as a PDF. Unlike a Word document, the PDF format will maintain the exact layout and style that you selected, so what you see is what the hiring manager will see.