

10-Point Resume Checklist

Your Guide to a Winning Resume

By All Resume Services

17+ Years of Professional Excellence | 96% Interview Success Rate

✓ 1. Contact Information is Complete & Professional

- Full name prominently displayed at the top
- Professional email address (avoid outdated providers like Hotmail)
- Australian mobile number with correct format
- LinkedIn profile URL (customised, not default)
- Location (suburb and state, no full address needed)

Why it matters: Recruiters need to contact you easily. Unprofessional email addresses or missing details create immediate red flags.

✓ 2. Strong Professional Summary

- 3-4 sentences highlighting your key value proposition
- Tailored to the specific role you're targeting
- Includes years of experience and core expertise
- Mentions 2-3 key achievements or strengths
- Written in first person (without using "I")

Why it matters: Recruiters spend 6-7 seconds on initial resume screening. Your summary must grab attention immediately.

✓ 3. ATS-Optimised Keywords

- Job-specific keywords from the position description
- Industry-standard terminology and acronyms
- Technical skills and certifications spelled correctly
- Avoid graphics, tables, or unusual formatting
- Use standard section headings (Experience, Education, Skills)

Why it matters: 75% of resumes are rejected by Applicant Tracking Systems before a human ever sees them.

✓ 4. Quantifiable Achievements

- Results expressed in numbers, percentages, or dollar figures
- “Increased sales by 35%” not “Responsible for sales”
- “Managed team of 12” not “Team management duties”
- “Reduced costs by \$50K annually” not “Cost reduction initiatives”
- Each role has 3-5 achievement-focused bullet points

Why it matters: Achievements demonstrate impact. Responsibilities only show what you were supposed to do.

✓ 5. Reverse Chronological Order

- Most recent position listed first
- Clear dates (Month Year format: Jan 2020 – Present)
- No unexplained employment gaps over 3 months
- Consistent formatting for all positions
- Company name, job title, and dates clearly visible

Why it matters: Recruiters expect this format. Gaps or unclear timelines raise concerns about your employment history.

✓ 6. Relevant Skills Section

- Mix of hard skills (technical) and soft skills (interpersonal)
- Prioritise skills mentioned in the job description
- Group related skills together logically
- Avoid rating yourself (no “Expert” or star ratings)
- Include certifications and licenses

Why it matters: Skills sections are scanned by both ATS and recruiters to quickly assess your qualifications.

✓ 7. Appropriate Length

- 2 pages maximum for most professionals
- 1 page only if you have less than 5 years experience
- 3 pages acceptable for senior executives or academics
- No unnecessary white space or large margins to artificially extend length
- Every word earns its place

Why it matters: Recruiters won't read beyond 2 pages. Concise resumes demonstrate your ability to prioritise information.

✓ 8. Professional Formatting

- Consistent font throughout (Arial, Calibri, or similar)
- Font size 10-12pt for body text
- Clear section headings in bold or slightly larger font
- Adequate white space and margins (2cm minimum)
- No spelling or grammatical errors

Why it matters: Poor formatting suggests lack of attention to detail and professionalism.

✓ 9. Tailored to the Role

- Resume customised for each application
- Irrelevant experience minimised or removed
- Keywords from job description incorporated naturally
- Most relevant achievements highlighted first
- Job title and summary aligned with target position

Why it matters: Generic resumes rarely succeed. Tailoring shows genuine interest and increases relevance.

✓ 10. No Red Flags

- No personal information (age, marital status, photo in Australia)
- No salary information or reasons for leaving
- No negative language or explanations
- No references listed (provide separately when requested)
- No outdated or irrelevant information (high school if you have a degree)

Why it matters: Red flags trigger immediate rejection. Keep your resume focused on your professional value.

Ready to Transform Your Resume?

If your resume doesn't tick all 10 boxes, you're likely missing out on interview opportunities.

All Resume Services specialises in creating ATS-optimised, achievement-focused resumes that get results. With over 17 years of experience and a 96% interview success

rate, we know what Australian employers want.

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