Resume Checklist

*Don't miss the key elements of a great resume! All resumes
should include the following items.*

STRUCTURE

- ☐ 2 pages or less
- ☐ Proper file name
- ☐ Standard font & font size
- ☐ Rows, not columns

SECTIONS

- ☐ Professional Summary
- ☐ Work Experience
- ☐ Education
- ☐ Additional Artifacts

CONTENT

- ☐ Professional email address
- ☐ 25 work-experience bullets (max)
- ☐ Success verbs for every bullet
- ☐ Quantifiable metric for every bullet
- ☐ Truthful content
- ☐ Industry/technology key-words
- ☐ Aligned to job requirements
- ☐ Your accomplishments, not team's
- ☐ *[Success Verb] [Accomplishment] [Metric]*
- ☐ Your accomplishments, not team's

AVOID

- ☐ Hobbies
- ☐ Objective or mission statement
- ☐ Fancy style / graphics
- ☐ 2-Column layout
- ☐ Big (fancy) words
- ☐ Personal Information
- ☐ Photos
- ☐ Use of words *"I"* or *"we"*
- ☐ Sentences
- ☐ Long responses

*Learn how to properly implement these practices in our course
https://analyticsmentor.io/store*