

The Ultimate Resume Checklist

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What to Include:

CONTACT INFORMATION

Include the basics: full name, address (street number and name, city, state, and zip code), phone number, email address (keep it professional), and a link to your LinkedIn profile or professional portfolio site.

SUMMARY

A brief sentence or two highlighting your skills and explaining how your accomplishments will benefit the company receiving your application; try to match this information with the qualifications and general tone of the job

RELEVANT KNOWLEDGE AND SKILLS

A concise bulleted list of your technical skills, knowledge, and/or certifications that apply to the position

WORK EXPERIENCE

This is the most important section. Create a concise summary of your work history. Skip part-time jobs or internships if you have already held 2 or 3 full-time jobs. For each job, make sure to include the company name, your position title, the dates you worked there, and a few bulleted points describing your accomplishments and duties there. These must be listed in reverse chronological order, which means listing the newest positions first. *Also make sure to highlight relevant skills/tasks you've acquired that are relevant to the position you seek.*

EDUCATION

List your education in reverse chronological order. Unless you are in high school, it is not necessary to include your secondary education.

VOLUNTEER EXPERIENCE (OPTIONAL)

List your education in reverse chronological order. Unless you are in high school, it is not necessary to include your secondary education.

INDUSTRY-SPECIFIC EXTRAS

Include relevant licenses and certifications you hold if they could be helpful for the specific job you seek.

What to Omit:

A “CAREER OBJECTIVE” SECTION

Instead, write why you are qualified for the position and what makes you the best candidate for the position.

PICTURES, TABLES, OR GRAPHS

They are unnecessary and will cause confusion for both readers and application tracking systems.

GENDER, AGE, OR MARITAL STATUS

Employers are not allowed to make decisions based on an applicant's status, so it's not necessary to include this information.

A PHOTO OF YOURSELF

Save this for your LinkedIn profile, and make sure it's professional.

A “REFERENCES” SECTION

If a hiring manager/HR department needs references from you, they will let you know.

FRAUD AND EXAGGERATION

Never lie on your resume

CLICHÉD WORDS

Avoid overused words such as innovative, creative, seasoned, etc. They are vague and have lost their strength. Focus on showing your skills through job responsibilities and accomplishments.

Spelling, Grammar, and Punctuation

ATTENTION TO DETAIL

Spelling and grammar are very important; they are indicators of an applicant's attention to detail. It is almost impossible to recover from spelling errors on your resume.

ACTION WORDS

Use words that convey action. For a list of action words to include, see the table Action Verbs for Your Resumes below.

EDITING

Take the time to thoroughly edit and proofread your resume. Have 1 or 2 other people look it over to catch anything you might have missed. Even the smallest spelling mistake can have a disastrous effect on your application. You may even want to use a professional editing service to help you proofread before you submit it.

Format and Design

DOCUMENT TYPE

Unless the recruiter or the hiring manager asks for a specific format, save your resume as a Word document (.doc or .docx).

FONT STYLE, SIZE, AND COLOR

Use the most common fonts: Arial, Calibri, Verdana, Times New Roman, Georgia, Lucida, Tahoma, or Trebuchet. Make sure to only use one or two font types. The font size should be between 10 to 12 points and the color should be consistent throughout (dark gray or black).

WHITE SPACE/MARGINS

Use at least 1-inch margins all the way around your resume. Leave enough white space to keep the page from looking cluttered.

Bonus

EMAIL ADDRESS

Sign up for an email address that is professional and appropriate. Avoid email addresses like alexlovesparty5487@gmail.com, and go for something like alex.smith@gmail.com.

CUSTOMIZATION

Tailor your resume specifically to each job you are applying for. One way to do this is to include words or phrases from the job description on your resume.

KEYWORDS

Include industry and position keywords so your resume will make through the ATS (applicant tracking system). Don't overdo it, though.

METRICS

Include performance metrics that demonstrate your accomplishments in your current and former jobs and detail how you helped each company specifically.

Action Verbs for Your Resume

LEADERSHIP SKILLS

administered	consolidated	eliminated	hired	managed	prioritized	strengthened
analyzed	contracted	emphasized	hosted	merged	produced	supervised
appointed	controlled	enforced	improved	motivated	recommended	terminated
approved	converted	enhanced	incorporated	organized	reorganized	
assigned	coordinated	established	increased	originated	replaced	
attained	decided	executed	initiated	overhauled	restored	
authorized	delegated	generated	inspected	oversaw	reviewed	
chaired	developed	handled	instituted	planned	scheduled	
considered	directed	headed	led	presided	streamlined	

COMMUNICATION SKILLS

addressed	condensed	developed	furnished	listened	promoted	solicited
advertised	conferred	directed	incorporated	marketed	proposed	specified
arbitrated	consulted	discussed	influenced	mediated	publicized	spoke
arranged	contacted	drafted	interacted	moderated	reconciled	
articulated	conveyed	edited	interpreted	negotiated	recruited	
authored	convinced	elicited	interviewed	observed	referred	
clarified	corresponded	enlisted	involved	outlined	reinforced	
collaborated	debated	explained	joined	participated	reported	
communicated	defined	expressed	judged	persuaded	resolved	
composed	described	formulated	lectured	presented	responded	

RESEARCH SKILLS

analyzed	experimented	located
clarified	explored	measured
collected	extracted	organized
compared	formulated	researched
conducted	gathered	searched
critiqued	identified	solved
detected	inspected	summarized
determined	interpreted	surveyed
diagnosed	interviewed	systematized
evaluated	invented	tested
examined	investigated	

TECHNICAL SKILLS

assembled	engineered	remodeled
built	fabricated	repaired
calculated	fortified	replaced
computed	installed	restored
conserved	maintained	solved
constructed	operated	specialized
converted	overhauled	standardized
debugged	printed	studied
designed	programmed	upgraded
determined	rectified	utilized
developed	regulated	

TEACHING SKILLS

adapted	engineered	repaired
assembled	fabricated	replaced
built	fortified	restored
calculated	installed	solved
computed	maintained	specialized
conserved	operated	standardized
constructed	overhauled	studied
converted	printed	upgraded
debugged	programmed	utilized
designed	rectified	
determined	regulated	
developed	remodeled	

CREATIVE SKILLS

acted	entertained	modified
adapted	established	originated
began	fashioned	performed
combined	formulated	photographed
conceptualized	founded	planned
condensed	illustrated	revised
created	initiated	revitalized
customized	instituted	shaped
developed	integrated	solved
directed	introduced	
displayed	invented	
drew	modeled	

DETAIL SKILLS

approved	filed	prepared
arranged	generated	processed
cataloged	implemented	provided
categorized	incorporated	purchased
charted	inspected	recorded
classified	logged	registered
coded	maintained	reserved
collected	monitored	responded
compiled	obtained	
corresponded	operated	
distributed	ordered	
executed	organized	

DATA SKILLS

administered	estimated
adjusted	forecasted
allocated	managed
analyzed	marketed
appraised	measured
assessed	planned
audited	programmed
balanced	projected
calculated	reconciled
computed	reduced
conserved	researched
corrected	retrieved
determined	
developed	

ACCOMPLISHMENTS

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won