

RESUME CHECKLIST

WHO ARE YOU?

- Make sure your name is front and center – consider using all caps, bigger font, and/or bold.
- Your contact information should be at the top – street address optional, email and phone number required.
- Consider adding your LinkedIn URL if your LinkedIn profile is up to date.

WHAT'S YOUR DEAL? (optional)

- Consider adding a brief **Professional Profile** at the top. Stay away from “Objectives” and instead highlight your key skills.
- Pull the reader in quickly. This should be a 10-second elevator pitch about why you're great.

HOW DO YOU ADD VALUE?

- Your **Experience** section should not be a list of responsibilities but instead a highlight reel of your key accomplishments.
- Use strong action verbs. Examples: Collaborated is stronger than Assisted, Analyzed is stronger than Reviewed.
- Watch your verb tense! Keep it consistent. Past tense is usually best.
- Quantify wherever possible – number of team members you managed, size of the budget you oversaw. Give the reader a sense of the scope of your work.
- Keep it to 3 to 5 bullet points per role.

WHERE DID YOU LEARN THAT?

- Your **Education** section should include your school(s), years of attendance, and degree(s).
- Where applicable, add in relevant leadership roles, clubs, or key accomplishments.
- If have graduated from college, remove your high school education.

WHAT MAKES YOU UNIQUE? (optional)

- Read the job description you are applying for closely. Does it require specific technical skills? Consider adding a **Skills** section to ensure the employer knows you have what they want.
- Do your personal interests align with the company mission/values/location? That's awesome. Let that shine. Add a **Personal** section to talk about your life outside of work to make a personal connection with the human on the other side of your resume.