

COACH CAROLEEN RESUME CHECKLIST



YOU'RE ALMOST THERE...

**USE THIS CHECKLIST TO MAKE SURE YOU DIDN'T
OVERLOOK ANYTHING WITH YOUR RESUME**





RESUME PURPOSE

- Remind yourself that the purpose of the resume is to get an interview.
- Write with the recruiter and hiring manager in mind. Make it obvious that you're a great fit for the job opening.
- Optimize your resume for getting past the Applicant Tracking System (ATS) by using keywords from the targeted job title and job description(s).
- Optimize your resume for human readers. Make it organized, easy-to-read, and well formatted. Make sure the section headers, job titles, and the first few bullets of each section really match the job description.



RESUME CONTENT

- Your resume should be honest and accurate. Feel comfortable speaking to everything on it.
- Make sure your resume is curated and relevant with the targeted job opening in mind. You don't have to include every task of every job you've ever worked.
- Your resume can include skills and experience from any aspect of your life - personal, volunteer work, community service, etc., not just in the office work.
- Use active language that showcases achievements. Words like exceeded and surpassed are better than responsible for and produced.
- Be very specific in your examples and include any quantitative data showing impact.
- Make sure you use keywords and terminology relevant to the job title and job description.
- Avoid insider language and jargon. Use plain language that is easy to understand.
- Avoid unfamiliar acronyms. If you must use them, spell them out the first time you use them.
- Remember the Real Estate Resume Rule. The amount of time you spent at a job or performing a certain skill doesn't have to be proportional to how much space it takes up on your resume.



RESUME FORMATTING

- Use 1" margins all around to give readers' eyes a rest and make your resume feel less crowded.
- Use a font that is standard and easy to read (for ATS and humans). Good options are Calibri (standard Microsoft Word font) and Arial.
- Use font that's at least 10 or 12 point. Having more than one page is fine if it improves readability. If you have a Career Summary section, it's hard to have just one page.
- Use section headers that are easy to spot with bold, capital letters, centered, or even a different color.
- Use bullet points instead of large paragraphs which are easier to skim and read.
- Avoid columns, graphics, and unusual formatting as they can jam up the ATS.
- Avoid putting any important information in the headers or footers. Most ATS don't read these sections.



RESUME FIRST PAGE

TOP OF THE FIRST PAGE

- Double-check this information is in the body of the document and not in the header.
- Ensure your first and last name the biggest boldest item on the page.
- Use the location of where you're wanting to work, not necessarily where you are.
- Use a professional email address with your first and last name spelled out if possible.
- Include a LinkedIn address. Ensure your profile is current, clean, and has a nice photo.

CAREER SUMMARY (HIGHLIGHT REEL)

- Use your targeted job title as part of the Career Summary section header.
- Ensure that your Matched Skills and Experience are highlighted well in this section.
- Use keywords that match the job description as closely as possible.
- Ensure all the items in this section are addressed somewhere else in your resume.



SKILLS & WORK EXPERIENCE

SKILLS AND SOFTWARE PROFICIENCIES

- Decide if you want these sections and if so, prioritize where they should appear in your resume. For some it may be before the Work Experience. Others may move it after depending how important this is for your targeted job description.
- Spell out software applications and don't just use the suite name. Spell out Microsoft Word, Excel, etc. and don't just call it Microsoft Office Suite. Match these software names as closely to the job description as possible.

WORK EXPERIENCE

- Address gaps directly and honestly.
- If you've had multiple titles at the same job, break them up separately to optimize for the ATS.
- Make sure you have complete company information for each job including company name, job title, location, and dates worked with month and year.

EDUCATION & DEVELOPMENT

EDUCATION

- Include information about degrees with the school name, location, and course of study.
- Include honors but avoid a numeric GPA unless you're fresh out of college.
- Include any relevant certificates, designations, training, professional training.
- If you're actively pursuing any additional education or certifications, include them but clearly note your targeted completion date or that you're in progress.

PERSONAL AND PROFESSIONAL DEVELOPMENT (OPTIONAL)

- Include volunteer work, personal interests, etc. if it shows you in a positive light.
- Include hobbies that aren't exactly relevant to the targeted job if they show you as a more well-rounded person.
- If you have Career Summary items that weren't addressed in the Work Experience section, make sure you touch on them here.

TEST YOUR RESUME

- Use an online resume scanner to test how well your resume is optimized for the ATS.
- Have a friend review your resume and guess your targeted job title.
- Have a friend review your targeted job title and job description. Based on your resume, would your friend consider you a good fit for the job? Would they invite you for an interview?

CONGRATULATIONS ON YOUR 3 DAY RESUME!

