

# Resume Genius' Ultimate 104+ Tips Resume Checklist

## RESUME SECTIONS

- |  |  |
|--|--|
| <input type="checkbox"/> Has Contact Details         | <input type="checkbox"/> Has "Extras Sections"   |
| <input type="checkbox"/> Has "Introduction Section"  | <input type="checkbox"/> Optional: LinkedIn Link |
| <input type="checkbox"/> Has Professional Experience | <input type="checkbox"/> Optional: Twitter Link" |
| <input type="checkbox"/> Has Education Section       | <input type="checkbox"/> REMOVE: G+, Facebook,   |
| <input type="checkbox"/> Has Skills Section          | Instagram links                                  |

## SPELLING AND GRAMMAR

- |   |   |
|---|---|
| <input type="checkbox"/> Own name spelled correctly                     | <input type="checkbox"/> Used action verbs to begin<br>bullet points        |
| <input type="checkbox"/> Use spellcheck on entire<br>resume             | <input type="checkbox"/> Used periods consistently                          |
| <input type="checkbox"/> Asked someone else to<br>proofread your resume | <input type="checkbox"/> Wrote numbers correctly                            |
|   | <input type="checkbox"/> Removed adverbs like<br>"quickly" or "efficiently" |

## AESTHETICS & FORMATTING

- |   |   |
|---|---|
| <input type="checkbox"/> Removed "USA" from address                           | specifications and preferred<br>format  |
| <input type="checkbox"/> Did NOT write in ALL CAPS                            |   |
| <input type="checkbox"/> Resume is at or below 2<br>pages                     | <input type="checkbox"/> Resume is written in an<br>appropriate format (reverse<br>chronological, combination,<br>functional) |
| <input type="checkbox"/> Resume does NOT list too<br>many experiences         | <input type="checkbox"/> Resume sections in the<br>correct order  |
| <input type="checkbox"/> Resume does NOT include<br>ancient experiences       | <input type="checkbox"/> Have more than one version<br>of your resume   |
| <input type="checkbox"/> Resume is written in reverse-<br>chronological order |   |
| <input type="checkbox"/> Resume is written according<br>to company/government |   |

- |  |  |
|--|--|
| <input type="checkbox"/> Written according to Applicant Tracking System (ATS) standards          | <input type="checkbox"/> Font size and style legible and pleasing to the eye   |
| <input type="checkbox"/> Resume does NOT include images and other “artifacts” that can break ATS | <input type="checkbox"/> Resume properly manages whitespace                    |
| <input type="checkbox"/> Resume is NOT too fancy   | <input type="checkbox"/> Lists multiple position within the same company       |
| <input type="checkbox"/> Resume is NOT overly formatted  | <input type="checkbox"/> Does NOT rely heavily on resume templates and samples |
| <input type="checkbox"/> Resume is NOT under formatted   | <input type="checkbox"/> Does your resume need a Qualifications Summary?       |
| <input type="checkbox"/> Uses accurate and descriptive job titles                                | <input type="checkbox"/> Resume uses tasteful, readable coloring               |
| <input type="checkbox"/> Resume uses bullet points for readability                               | <input type="checkbox"/> Resume is NOT written like a CV                       |

### **BULLET POINTS**

- |  |  |
|--|--|
| <input type="checkbox"/> Strongest bullet points listed first      | <input type="checkbox"/> Bullet points NOT too short               |
| <input type="checkbox"/> Does NOT repeat bullet points             | <input type="checkbox"/> Has 3-6 bullet points per work experience |
| <input type="checkbox"/> Does NOT include irrelevant bullet points |  |

### **CONTENT**

- |  |  |
|--|--|
| <input type="checkbox"/> Skills section specific and targeted to job posting           | <input type="checkbox"/> Responsibilities written in a detailed and specific way |
| <input type="checkbox"/> Achievements have been quantified and targeted at job posting | <input type="checkbox"/> Acronyms are spelled out                                |
| <input type="checkbox"/> Information listed in order of importance                     | <input type="checkbox"/> Gaps in work history either explained or concealed      |

## PROFESSIONALISM

- Email address is professional
- Does NOT use a university email account
- High school NOT included if you attended college for any amount of time
- Does NOT use personal pronouns (I, me, myself, he, she)
- Resume AVOIDS negative terms like “tried” or “attempted”
- Resume does NOT include a picture
- Resume conceals that you are an older or younger candidate to avoid age discrimination
- Resume written in the correct language
- You did NOT lie on your resume
- You did NOT include your salary on your resume
- Used high quality paper and a good printer
- Used your network to your benefit on your resume
- (“name dropping” where appropriate)
- Did NOT use slang or jargon
- Attached resume in the proper (requested) format (PDF, .doc, .txt)
- Sought counsel on your resume from outside sources
- Resume is in pristine shape, not crumpled, folded, or stained
- Resume “Career Objective” is written in terms of what you can do for the company, not how joining the company will help your career
- Resume (in application form) should NOT be an infographic
- Resume does NOT include “References Available Upon Request”
- Resume does NOT include family members as references
- Resume does NOT include expired licenses/certificates
- Does NOT explain employment gaps in depth on the resume itself

- Resume written in an appropriately technical manner for your industry (some jargon is necessary)
- Resume does NOT include your nickname
- Resume is NOT handwritten
- Resume is NOT a video resume
- Age NOT included on your resume
- Gender NOT included on your resume
- Marital status NOT included on your resume
- Resume clearly states where you will be living in the near future
- Resume has multiple language versions when applying overseas
- Did NOT fold resume in the mail
- Printed multiple copies for the interview
- Resume is paper clipped, not stapled or taped
- OPTIONAL: Paid a CERTIFIED writer to write your resume for you
- Did NOT forget to attach resume in email
- Did NOT to forget to follow up with resume

## **RESUME OVERVIEW**

- Resume conveys a clear timeline NOT just a collection of random experiences
- Resume does NOT include overly obvious information
- Resume explains the relevance of your skills to the job
- Resume is customized and targeted at the companies you are applying for
- Resume “solves a problem” for the hiring manager, enticing them to interview you
- Resume does NOT prematurely discredit non-paid experiences (volunteer and internship work)
- Resume behaves like a sales pitch, selling yourself as much as possible

- Resume responds directly to the job posting written by the hiring manager
- Resume has been updated since your last experience
- Resume has a sense of direction, and is clear, concise, and persuasive
- If you are in high school, you are not stressing too much about your resume
- Resume is backed up in several places (hard drive, thumb drive, cloud)
- You put your resume online to passively accrue job leads
- You read this entire checklist

*Thanks for downloading the [Resume Genius](#) resume checklist! If you have any general questions about resumes visit our site and leave us a comment.*