Format

- ☐ Ensure the layout is easy-to-read and includes quantifiable details for a recruiter to notice when skimming your resume
- ☐ Write with 9- to 11-point basic font and ½- to 1-inch margins
- ☐ Confirm fonts, headers, bullet points and formatting are consistent throughout your resume
- ☐ Construct with a simple design as a Word document avoiding templates, images, headers, graphics and columns; Applicant Tracking Systems can't decipher these elements
- ☐ Avoid first-person singular or possessives like I, me and my
- ☐ Use past-tense verbs for past experiences, present-tense verbs for current roles

Order

- ☐ Place contact information including name, phone number, professional email address and LinkedIn public profile URL at the top of your document
- ☐ Arrange professional experience in reverse chronological order with your most recent job first
- ☐ List work experience above education
- ☐ Include skills, licenses, certifications, professional affiliations, volunteerism, etc. below work experience

Content

- ☐ Quantify accomplishments as much as possible by using numbers, percentages and descriptive adjectives
- ☐ Use keywords from each job posting in your summary statement - a concise overview of who you are, skills and experience you have and where you are going
- ☐ Tailor descriptions to the job posting to which you are applying in a way that sells you as the perfect candidate for the job and highlights your transferrable skills
- ☐ Start bullet points with action verbs and try not to use the same action verb twice
- ☐ Summarize your role in the first bullet point of each job and describe the employer
- ☐ Highlight your accomplishments and impact of job responsibilities, not just duties and activities
- ☐ Include more bullets for your most relevant experiences and fewer bullets for least relevant
- ☐ Exemplify transferrable skills by including community, volunteer or other experience
- ☐ Avoid abbreviations, company-specific terms and repetitive language

Final Steps

- ☐ Double-check for errors in spelling, grammar, formatting and other inconsistencies
- ☐ Save the document in PDF format with a professional file name
- ☐ Ask a friend or mentor to proofread the final version with a fresh set of eyes