

# Resume CHECKLIST



Your resume is your personal marketing document. It must convey a compelling story of your experience, value, and expertise. It is your "ambassador" when you are not present. Its objective is to get you an interview. View it from the hiring manager's perspective who will likely give it 6-20 seconds before deciding whether to want to know more about you before moving to the next resume. Check your resume for these points:

- Your name and contact information is clearly stated at the top - ATS compliant.
- The length, format, and language is appropriate for the industry and position.
- Layout is visually appealing, easy to read, with information in nuggets. Few bullets.
- Resume is targeted and supports career goal. Includes relevant jobs for last 7-10 years.
- Does not include irrelevant information, photo, hobbies, reasons for leaving last job.
- Double checked for grammar, spelling, punctuation, and capitalization.

- Clearly communicate the value and contributions you offer:
  - Increase sales, revenue
  - Save time, Improve work processes
  - Solve a specific problem
  - Build relationships
  - Attract new customers
  - Expand business
  - Retain existing customers

Include specific, quantifiable accomplishments with evidence; show how much, how many, how big, percentages, dollar amounts, etc,

Use persuasive, high-impact statements that sell qualifications and support career goals.

Should you need assistance with your career management strategies or documents visit our website for consultation, downloadable tips, and free resources.

[resumecareerservices.com](http://resumecareerservices.com) (410) 664-1660