G.1440®

RESUME WRITING CHECKLIST

Brainstorm

Begin with a list of information that includes: career goals, past work experiences, duties performed in jobs, skills used in a job, highest educational background, any certifications and licenses, skills, strengths, accomplishments, awards, recognitions, volunteer experiences.

Then, take a highlighter to highlight all information that pertains to the job in which you are seeking.

Tailored:

Create a separate resume for each company and/or job title for which you are applying. The one-size-fits-all is a thing of the past and will likely land your resume in a waste basket. Instead, take time to match your skills, experiences, and qualifications to each different job title.

Format:

There are three specific types of resume templates (Chronological, Functional, and Combination Resume Template). After you have brainstormed, you will now decide which one of the three best highlights and represents your information.

Create a visually appealing resume because, after all, the first thing they will do with your resume is look at it.

Clearly display your information using short and precise bullet points ensuring all your facts are tailored to highlight specific qualifications for that job opportunity.

Length 1-2 pages   Font size: 11-12 ideal but nothing smaller than 10 point

Uncluttered: You want to provide white space in your resume.

Font: Traditional (Times Roman)

Keywords & Catching the Readers Eye:

A keyword or phrase jumps out at them you catch their scanning eye and draw them to your qualification that follows.

Recruiters now have the ability to narrow their candidate window by using certain terms and phrases when searching. The more keywords you use in your resume the more likely a search engine is to find you when those terms are searched.

$ or % signs are great to use. They catch eyes and are great ways to show how you grew your block of business or increased revenue.

Proof Read:

Spell check and grammar check are of utmost importance and no grammatical or fact based errors.

Everything on your resume should be 100% accurate. There should be no exaggeration or falsifying information.

Cover Letter :

Yes! Some recruiters and HR managers will still not give a resume a glance without one, so err on the side of caution and include one.

WANT TO READ MORE?

Blog Series: Part 1: Writing a Resume Masterpiece: [Click Here](#)

Blog Series: Part 2: The Good Ideas and Bad Ideas of Resume Writing: [Click Here](#)

Blog Series: Part 3: Drafting Your Resume Masterpiece: [Click Here](#)

Resume Tips: How to Get Your Resume Noticed: [Click Here](#)

Keyword Success: [Click Here](#)

Tailor Your Resume: [Click Here](#)

Cover Letter Tips: [Click Here](#)