Resume Review Checklist

These tips can help job seekers craft a great resume.

The basics

☐ **Degrees and certifications.** What you put here depends on the job or industry you're interested in. You don't have to write down all of your credentials. Just pick out the ones that fit the job description.

☐ **Work and volunteer experience.** List your most recent experience first, and focus on your results.

☐ **Contact information.** Include things like your full name, city, email address and phone number so employers can contact you. But don't share your resume with just anyone, because that stuff is personal.

☐ **Relevant skills.** Show off your skills, and be sure to include your level of mastery, too. For example, if you just list "Spanish", you might find out the difference between "conversational Spanish" and "fluent in Spanish" during an interview. Which would be bad.

Language

☐ **Less is more.** Keep your resume under two pages. If you're having trouble deciding what to keep, look back at the job description to get an idea of what the company is looking for.

☐ **Keep it action packed.** Action words (**go.indeed.com/actionwords**) add confidence and clarity to your resume. "Held weekly status meetings to share client updates" sounds good, but "Spearheaded weekly status meetings to communicate agency revenue growth" sounds better.

☐ **Numbers count.** Data brings your work experience to life and helps hiring managers see your potential. When you can, back up achievements with real data to boost your credibility and make your resume more informative.

☐ **Use the job description.** Pretend you're a hiring manager. You want to hire someone who knows their stuff, and you're looking for resumes that speak your language. So when you use keywords from a job description in your resume, you're saying "Hey, hiring manager, I'm smart, qualified and I *get* you."

☐ **Proofread a few times. Then do it again.** We're all guilty of making a typo now and then, but this is the one place you won't get to explain it. Proofread your resume multiple times, line by line and word by word.

Formatting

☐ **Put things in order.** Start with your most recent position, then work your way back. Depending on your industry or experience level, you might want to consider a functional or combination resume format. Learn more about resume formats at **go.indeed.com/resume-format**

☐ **Leave room for margins.** Standard margins make your resume easier to read. It also just *looks* better. Whether you're writing a resume, cover letter or resignation letter, leave an inch on all sides.

☐ **Pick a font, but not just any font.** Your resume is full of accomplishments, but none of them matter if an employer can't read them. Choose a professional font that's easy to read, and keep it between 10 and 12 points.

☐ **Feature section headers.** Help employers find what they're looking for by bolding, underlining or increasing the font size for each section of your resume.

☐ **Get to the (bullet) point.** Use bullet points to catch an employer's attention after just a glance at your resume. Because a glance is probably all they have time for.