



Resume Essentials Checklist

Use this checklist to **ensure your resume communicates your value clearly, confidently, and effectively**. Hiring managers do not just want to read your experience. They want to see why it matters.

1. Be Specific and Results-Driven

Avoid vague phrases like “hard-working” or “seasoned professional”

Include specific accomplishments tied to real outcomes

Highlight key projects, tools, or certifications that set you apart

Use numbers to quantify impact wherever possible

Example: Increased engagement by 40% through targeted social media campaigns

2. Include Measurable Leadership Experience

Mention leadership even if the role wasn't managerial

Highlight times you trained, mentored, or led teams

Include leadership from work, volunteering, or community activities

Example: Led safety briefings for team of 15, resulting in zero incidents over 6 months

3. Show Creative Problem Solving

Demonstrate how you've used creative thinking to solve challenges

Share examples of process improvements, innovations, or efficiency boosts

Keep these stories concise but impactful

Example: Redesigned onboarding to reduce new hire ramp-up time by 25%





4. Emphasize Reliability

Include metrics that prove you're dependable

Show consistency in attendance, deadlines, or output

Back it up with specific data points

Example: Maintained 98% on-time project delivery over two years

5. Align Your Resume With the Job

Tailor your resume to each role by reflecting keywords from the job description

Aim to match at least 50% of the key terms and skills

Use a resume scanner or word cloud tool to analyze job postings

6. Optimize Your LinkedIn Profile (if included)

Only include your LinkedIn URL if your profile is up to date and strong

Add a photo, complete job descriptions, and relevant skills

Align your LinkedIn content with your resume, but don't copy it word-for-word

7. Keep It Concise and Professional

Stick to 475–600 words for most roles (one page for early-to-mid career)

Use clean, simple formatting with clear headings and bullet points

Choose ATS-friendly fonts like Arial, Calibri, or Helvetica

Avoid flashy design unless you're in a creative industry





8. Final Polish

Save your resume as a PDF unless instructed otherwise

Proofread carefully (no typos, grammar errors, or inconsistent formatting)

Have someone else review it for clarity and flow

Use consistent verb tenses and professional tone throughout

Bonus Tip:

Your resume is a marketing tool, not a diary. Focus on what is relevant, recent, and remarkable. The goal is not to tell your whole story. It is to make someone want to learn more.