

# RESUME CHECKLIST





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Get your resume working **FOR** you not against you



## CONTACT DETAILS

Sounds simple right? You'd be amazed how many resumes I've seen with contact details missing. You need your name, cell number, email address, location (full address not always needed), and ideally your LinkedIn URL.



## HEADLINE

Your headline announces to your reader who you are and what your expertise is. It might just be your job title (e.g., Graphic Designer) or it could be a statement of expertise (e.g., Award-Winning Graphic Designer, or Graphic Designer Specializing in Concept to Completion Design Solutions).



## SUMMARY & KEY SKILLS

Explain in a clear and concise paragraph how you add value to your profession. This is your chance to let your reader know why you are the perfect person for their job! After the summary, add key skills in bullet point format if you want to highlight more of your expertise.



## EXPERIENCE

Depending on what format you have decided on for your resume (the most popular is the chronological layout), your experience is documented accordingly. Typically this is in reverse chronological order showcasing your position profile and accomplishment statements (your accomplishment statements are vital to highlight why you are more than just your job description).



## EDUCATION

Add in your education at the bottom of your resume, unless it is a critical component of your application at which point you need to highlight this at the beginning of your resume. Some professionals who may highlight their education from the start include medical, educational & technical.



## EXTRAS

Voluntary, Military, Professional Associations, IT skills, Publications - the list goes on! Firstly, **if it is relevant to your job** then you should try to include it. Second, it's all about space. If your resume is already jam-packed and you don't really NEED to have your extras on there, consider leaving them out.



## ATS PRIMED

**KEYWORDS!** You must spend time familiarizing yourself with the job description and how you align with it. This is probably one of the most **CRITICAL COMPONENTS** of being successful in your application (see the ATS checklist [here](#))



## STAND OUT!

**NEVER EVER LOOK AT YOUR RESUME AND THINK TO YOURSELF 'IT WILL DO'. THIS IS YOUR CAREER WE ARE TALKING ABOUT!** Do the research, network, level up your skills, invest in yourself, learn your key areas of unique expertise, and don't be afraid to ask for help. It doesn't matter what point in your career or life you are at, **ALWAYS** allow yourself the opportunity to shine as bright as you possibly can!

Need help crafting the ultimate resume? I've got everything you need right [HERE](#)