



Nine22 Solutions Resume Checklist

By Nine22 Solutions | www.nine22solutions.com

Before you hit submit, run your resume through this checklist to make sure it reflects your strengths, skills, and personality.

Formatting & Structure

- Easy-to-read font (10-12 pt)
- Clear section headers (Work Experience, Education, Skills, etc.)
- Consistent spacing and alignment
- PDF format (not Word!)

Content Essentials

- Professional summary (not an objective)
- Measurable achievements (use numbers!)
- Action verbs to describe accomplishments
- Keywords from the job posting

Customization

- Tailored for each job application
- Highlights most relevant skills/experience
- Reworded to match job description tone

Polish & Final Touches

- No typos or grammar errors (run a check!)
- No 'References available upon request'
- Contact info is current & professional
- Clean file name: FirstLast_Resume.pdf

Want more tools like this? Visit www.nine22solutions.com or book a session today!