|  |  |
| --- | --- |
| **Visual appeal** | |
|  | Clean, visually appealing, easy to read |
|  | 1 - 2 pages long (you can have a 3rd page with patents or publications if needed) |
|  | Balance of white space – does not look crowded with information or too empty |
|  | Format /design look professional rather than like a simple word processing job |
|  | Check for implied first-person voice with personal pronouns, such as I, me and my – avoid these. |
| **Heading** | |
|  | Name – Clear and bold |
|  | Accurate Contact information included: phone/ email / Linked in |
|  | Don’t include physical address |
| **Executive Summary** | |
|  | Do not include an objective |
|  | 4 - 6 lines |
|  | Who you are – profession / experience |
|  | Value proposition – what problem do you solve?-Incorporate key words from job description |
|  | Highlight 3 - 4 of your most relevant strengths, [skillset](https://www.thebalancecareers.com/what-is-a-skill-set-2062103), and core competencies that are unique to you as a candidate |
| **Skills & Qualifications** | |
|  | Include key skills / qualifications section on top 1/3 of page |
|  | List 9-12, prioritize most relevant to job applied for |
|  | Easy to read format – utilize bullets & bold |
| **Experience / Accomplishment Statements** | |
|  | 4 bullet points – less if you were in that role less than a year |
|  | Start with your current job – Should also be the longest description |
|  | Do not list tasks and responsibilities |
|  | List quantifiable results by using numbers, percentages, dollar amounts or other concrete measures of success |
|  | Accomplishment statements begin with strong, varied action verbs |
|  | Focus on impact Problem + Action = Results |
| **Awards/ Additional information** | |
|  | Only applicable/ relevant additional information |
|  | Only list the most prestigious awards – No DRAs or goody drawers |
|  | Avoid personal information like marital status, age and nationality unrelated to the job target omitted |
|  | Do not include focal information |
|  | Don’t include personal hobbies, interests, or clubs |
| **Education** | |
|  | List education at the bottom of your resume if you have been working more than a year |
|  | Do not need to include dates |
| **Overall Content** | |
|  | Is your resume written for the job you want? Highlight relevant experience, transferable skills, & relatable achievements for the job to which you apply |
|  | Avoid listing very common skills. Don’t put that you are an excellent communicator, for example. Be specific about what you offer |
|  | Is the resume key word-rich, packed with appropriate buzzwords and industry acronyms? Relevant to the jobs you are applying |
|  | Does the resume clearly define who you are and how you want to be perceived? |
| **Proofread** | |
|  | Check the resume is as perfect as possible, with no careless typos or spelling, grammar or syntax errors |
|  | Check that the format is standardized |