

# RESUME CHECKLIST

Use this quick and dirty resume checklist to easily and effectively write a resume that will grab the attention of and impress hiring managers. Rehashing your work history doesn't have to be a nightmare. Use our guide to do it Better, Smarter, & Faster.

## NAME



email@email.com



000-000-000



**Objective-** Your objective should clearly summarize either what you're doing currently and/or describe what you're looking for out of a career. This gives employers insight into whether you may be a fit for their open position.



**Experience-** You want to outline your experience section in reverse chronological order so that it's easy to follow and leads the employer's eyes from your current position to previous positions.



**Current Job Title,** Dates Employed

**Company Name:** *Description* (This helps provide context for smaller or unknown companies)

Bullet Points should:

- Outline quantified effort. Let employers know that you came in and shook things up.
  - Ex: *Built a full-scale sales operation from the ground up by implementing new goals and strategies that quadrupled profits for all four quarters of 2016.*
- Paint a picture of on-the-job effectiveness
  - Ex: *Reduced employee turnover by 25%*
- Describes tasks, contributions, and accomplishments
  - Ex: *Improved monthly revenues from \$12k to \$15k*
  - Ex: *Responsible for all hiring/firing, and P/L for the branch*
  - Ex: *Managed and trained staff of 10 account reps*
- Make sure your examples are clear and measurable!



**Education and Training-** Your education section should briefly list your education and training experiences that may be relevant and should help support your suitability for the job.

**University:** B.S. Degree (2012-2016)

**High School** (2008-2012)

**License #**1234567

**Certificate:** 2012-2016



**Awards and Accomplishments-** You may want to highlight certain career achievements that are relevant to the job as they indicate a specific level of proficiency or mastery achieved.

**Top Performer:** 2011-2015

**Highest Volume Sales, Q1:** 2002-2008



**Keywords** You might want to consider including a section of relevant keywords to help your resume get found in a recruiter's search. These keywords boost your resume's chance of being seen and should:

- Be pertinent to the job
- Describe skills, knowledge, experience, or levels of education



### White Space

\*Be sure to include some white space to break up too much writing. Spacing out sections makes your document neat and easy to follow.



### Special Notes:

\*Depending on the type and level of the role, a resume can be several pages. Typically, you will want to make your resumes 1-2 pages in length by listing your most recent or relevant experiences.