☑ Resume Checklist

◈ General Format

- **1 page max** (2 pages if 10+ years experience or highly technical roles)
- **Consistent formatting** (fonts, bullet points, spacing)
- **Professional font** (e.g., Calibri, Arial, Helvetica, size 10–12)
- **Margins** around 0.5"–1" (no crammed edges)
- **No photos, emojis, or flashy colors** unless industry-appropriate (e.g., design roles)

◈ Contact Information

- Full name (bold and easy to read at top)
- Professional email (e.g., firstname.lastname@gmail.com)
- LinkedIn URL and/or portfolio (optional but recommended)
- Phone number

◈ Professional Summary / Objective (Optional)

- Only included if it adds value or targets a career change
- Concise (1–2 sentences), tailored to the role

◈ Experience Section

- Jobs listed in **reverse chronological order**
- **Company name, job title, location, and dates** included
- **No more than 5 bullet points per job**
- Each bullet starts with a **strong action verb** (e.g., Led, Built, Analyzed)
- Bullets are **results-focused**, not task lists (quantify where possible)
  - ☑ Example: "Reduced onboarding time by 30% by streamlining documentation"
- Use **past tense** for previous roles, **present tense** for current

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◈ Education

- School name, degree, graduation year (or "Expected [Month Year]" if still studying)
- GPA (only if 3.5+ or relevant)
- Relevant coursework, honors, or awards (optional)

◈ Skills

- Relevant hard skills (tools, languages, software)
- No soft skills (e.g., "Team player" or "Hard-working") in this section
- Grouped logically (e.g., Programming Languages, Tools, Certifications)

◈ Optional Sections

- Certifications or licenses (only if current/relevant)
- Projects (for students, recent grads, or tech roles)
- Volunteer Experience (if relevant or meaningful)

◈ Final Checks

- Tailored to each job (keywords from job description included)
- No typos or grammar errors (proofread carefully!)
- Saved and sent as a **PDF**, named professionally (e.g., *Jane_Doe_Resume.pdf*)