

Résumé Checklist

Before sending the résumé draft to the client, review the document against this checklist.

Résumé Format

- The length, format, and tone are appropriate for the client and his/her job target.
- The résumé is in a modern format that meets current standards.
- The résumé contains NO ERRORS (run spell check and grammar check, read it from the bottom up, set it aside for an hour and re-read it, have someone else read it)
- Information is easy to locate on the résumé
- Résumé meets the “three-finger” or “dollar bill” rule — if you can’t cover a paragraph when you put three of your fingers together — or lay a dollar bill over the paragraph, it’s too long.
- Résumé meets the “breath rule” — Read the sentence out loud. If you can’t get through it in one breath, it’s too long.

Résumé “Look”

- The résumé is obviously not a template.
- The résumé is visually appealing and easy to read (including sufficient white space)
- The résumé will “stand out” compared to other résumés
- The résumé contains appropriate fonts and sizes for the jobseeker/job target
- Design elements (lines, bolding, bullets, color) are appropriate

Résumé Content

- The résumé is an effective marketing document, not simply a work history
- The résumé tells a compelling story about the jobseeker
- The value of the applicant is immediately visible on the top 1/3 of the résumé
- The résumé makes it clear what position or kind of position the jobseeker is targeting (without using an “Objective” statement)
- The résumé effectively communicates the jobseeker’s value to the prospective employer using one or more of Susan Whitcomb’s “Employer Buying Motivators”
- The résumé contains powerful, concise, accomplishment-oriented writing designed to increase the reader’s interest and stimulate a request for a job interview
- The résumé speaks the reader’s language with industry-specific language and relevant key words throughout the résumé.
- The résumé contains persuasive, high-impact statements that sell the jobseeker’s qualifications as the best candidate
- Information provided on the résumé is appropriate for the job target and includes enough detail to substantiate the position and salary desired
- The résumé includes specific, quantifiable accomplishments which highlight a problem/challenge, action taken, and result that quantify things like: how much, how many, how big, percentages, dollar amounts, etc.
- Accomplishments highlighted on the résumé support the jobseeker’s career goals

Résumé Relevance

- The entire résumé is targeted and supports the job goal
- The résumé does not include personal information (such as a photo, hobbies unrelated to the job target, or personal data)
- The résumé does not include a reason for leaving any job or other negative information
- The résumé includes relevant jobs (covers the last 7-10 years of experience)