The Ultimate **Resume Checklist**

Advanced Resources

HR | Technology | Healthcare | Finance | Office

WRITING A WINNING RESUME

Writing a resume can be a little daunting. We know, we've all been there! Your resume is your marketing brochure. Quantify and qualify as much as possible, never make the reader guess what you have to offer, times have changed.

We've put together the ultimate resume checklist for you to use as a template. Use this guide to help you write a winning resume!

Inside This Guide

- ☐ *Checklist:* My Resume is **Professional**
- ☐ *Checklist:* My Resume is **Well Written**
- ☐ *Checklist:* My Resume is **Properly Formatted & Designed**
- ☐ *Checklist:* My Resume is **Edited & Polished**

Checklist: My Resume is **Professional**

CHECKLIST: MY RESUME IS PROFESSIONAL

- ☐ **Email address is professional** *(example: mary_jones@gmail.com vs. marylovespuppies@gmail.com)*
- ☐ **Email address is from a professional and current domain** *(like Gmail)*
- ☐ **Aligns exactly with your LinkedIn profile**
- ☐ **Includes links to social profiles and a personal website** *(if relevant)*
- ☐ **Social profiles have been audited to ensure than unprofessional content is eliminated**

Checklist: My Resume is **Well Written**

CHECKLIST: MY RESUME IS WELL WRITTEN

- ☐ **Includes basic contact information** *(name, email address, phone number, LinkedIn URL)*
- ☐ **Written in a tone that reflects the company to which you are applying**
- ☐ **Customized to the specific job you're applying to** *(positions you for the work you want)*
- ☐ **Clear summary statement or "key skills" section at the top of your resume** *(positions you for the job based on your technical skills and achievements)*

Creative Director
Award-winning creative leader with extensive experience in consumer products display design. Expertise in innovating and launching display systems, as well as targeting emerging markets, cost cutting, and streamlining processes.
Additional demonstrated strengths:

Innovative consumer products displays	Long-term, win-win alliances
Budget control and improving profits	Teamwork and multi-tasking
Cost-effective in-store merchandising	Creative marketing strategies
New business development	Staff and outsource training

- ☐ **Includes both accomplishment statements and responsibilities under each job**

- ☐ **Metrics have been used where possible to qualify and quantify your success**
- ☐ **Illustrates career progression** *(clearly shows when you have been promoted, gained additional responsibility, or switched jobs laterally to acquire more skills)*
- ☐ **Lists not only the name of companies, but a short description of what each company does**
- ☐ **Includes your tenure at each company**
- ☐ **Includes relevant information about your education**
- ☐ **Includes items that point to your personal brand or relevant interests outside of work**
- ☐ **Your unique value proposition proves your strengths and experiences and shines throughout your resume**
- ☐ **Includes links to a portfolio or samples of your work** *(if relevant)*
- ☐ **Avoids listing references, instead says "references available upon request"**

Checklist: My Resume is **Properly Formatted & Designed**

CHECKLIST: MY RESUME IS PROPERLY FORMATTED & DESIGNED

- ☐ **Layout is visually appealing and easy to read** *(includes plenty of white space, bullet points, header text where appropriate)*
- ☐ **Font is simple and at least size 9.5**
- ☐ **Formatting is consistent across all positions**
- ☐ **Margins are even**
- ☐ **All items are properly aligned**
- ☐ **If links are included, they're clickable**
- ☐ **Format allows all recipients to read it as intended, without needing to download specific fonts or needing special software** *(PDF format is recommended)*

Checklist: My Resume is **Edited & Polished**

CHECKLIST: MY RESUME IS EDITED & POLISHED

- ☐ **Includes keywords** *(if submitting to an automated system this is critical, be sure your resume directly includes items mentioned in the job description)*
- ☐ **Has been edited for brevity** *(keep to one page per ten years of job experience)*
- ☐ **Irrelevant job experiences have been edited out**
- ☐ **Your professional experience is listed in an order that best highlights your skills and what you have to offer the employer**
- ☐ **Generic action verbs have been replaced with more specific ones**
- ☐ **Free from monotony and redundant language**
- ☐ **Free of annoying jargon or business babble**
- ☐ **Everything is 100% true**
- ☐ **Spell check and grammar check have been completed**
- ☐ **Proofed by a friend or mentor to ensure it is free from errors, inconsistencies, or confusing phrasing**

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About Advanced Resources

Advanced Resources is a temporary staffing, direct hire placement, and workforce business solutions provider with offices in Chicago and New York. Founded in 1988, we've placed over 60,000 candidates in HR, technology, non-clinical healthcare, accounting & finance, and office support roles.

Advanced Resources is a proven industry leader committed to providing quality service, being one of only six staffing firms throughout the U.S. and Canada to receive both the Best of Staffing® Client Award and Talent Award every year since the program's inception.