

Resume Checklist

A concise checklist for making a resume clearer, more credible, and easier for recruiters and hiring managers to assess.

1. Positioning & Structure

- ☐ Target role is clear in the top third.
- ☐ Summary focuses on relevant capability.
- ☐ Most relevant experience gets the most space.
- ☐ Section order supports the target role.
- ☐ Length suits experience level.

2. Achievement Quality

- ☐ Bullets describe actions and outcomes.
- ☐ Use numbers only when accurate and meaningful.
- ☐ Connect tools to real work.
- ☐ Remove repeated or low-value bullets.
- ☐ Make strongest achievements easy to find.

3. ATS & Keyword Alignment

- ☐ Reflect job-description terminology naturally where truthful.
- ☐ Show core skills in both skills and relevant experience.
- ☐ Use standard section headings.
- ☐ Avoid complex layouts that may hinder parsing.
- ☐ Keep contact information plain and extractable.

4. Final Quality Check

- ☐ Dates, titles, and locations are consistent.
- ☐ Verb tense is consistent.
- ☐ Spelling and grammar checked.
- ☐ Links work.
- ☐ File name is professional.

Top 5 resume improvements