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Resume Checklist

Before submitting your resume, use this simple checklist.

- Does your contact information section have all the must-have information? *This is your legal name, mobile number, and email.*
- Is your contact email professional? *I.e.,* firstname+lastname@email.com
- Are you using the right resume format? *Most people would use the reverse-chronological format.*
- Is your resume between one to three pages?
- Did you list only the most relevant work experiences?
- Did you list all the relevant skills for the role you're applying for?
- Did you list achievements instead of responsibilities in your work experience?
- Did you list your education in your resume?
- Did you tailor your resume to the job ad you're applying for? Jobscan *is a great tool for this.*
- Did you proof-read your resume? *We'd recommend asking a family member, friend or using a tool like Grammarly.*