

THE ULTIMATE RESUME WRITING GUIDE

Checklist

- DISREGARD ANY RESUME LENGTH "RULES"
- SKIP THE FREE TEMPLATE: IT'S TIME TO UPGRADE
- USE AN APPROPRIATE DESIGN FOR YOUR PROFESSION
- DITCH THE PHOTO
- DITCH THE SOCIAL MEDIA LINKS
- MAKE SURE YOUR EMAIL ADDRESS IS PROFESSIONAL
- SHORTEN YOUR LINKEDIN URL
- INCLUDE MOST IMPRESSIVE/RELEVANT INFORMATION ON PAGE 1
- BE MINDFUL OF THE APPLICANT TRACKING SYSTEMS
- HEADINGS SHOULD BE COMMON RESUME TERMS
- DITCH THE OBJECTIVE STATEMENT
- INSTEAD, CREATE A PROFESSIONAL PROFILE
- PUT EDUCATION IN ITS PLACE
- LIST WORK EXPERIENCE IN REVERSE CHRONOLOGICAL ORDER
- CREATE ONE "MASTER" RESUME
- TARGET YOUR RESUME TO EACH JOB YOU APPLY FOR
- INCLUDE KEYWORDS FROM THE JOB POSTING
- DEMONSTRATE THE VALUE YOU CAN BRING TO A COMPANY
- CREATE ACHIEVEMENT-BASED SENTENCES
- QUANTIFY THE SH*T OUT OF YOUR ACCOMPLISHMENTS
- BE ASSERTIVE: SKIP THE PASSIVE VOICE
- START YOUR SENTENCES WITH A POWERFUL ACTION VERB

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- GET TO THE POINT
- MAKE SURE YOUR FORMATTING IS CONSISTENT
- MAKE SURE YOUR PUNCTUATION IS CONSISTENT
- USE PAST AND PRESENT TENSE CORRECTLY
- PRIORITIZE YOUR BULLETS
- AVOID BIG BLOCKS OF TEXT
- AVOID PERSONAL PRONOUNS
- DON'T MIX FIRST AND THIRD PERSON
- AVOID OR EXPLAIN UNEMPLOYMENT GAPS
- PROOFREAD YOUR RESUME
- SAVE YOUR RESUME AS A PDF FOR UPLOADING/EMAILING
- MERGE YOUR PDFS INTO ONE DOCUMENT (if necessary)
- SAVE YOUR RESUME AS YOUR NAME + RESUME
- LAND THAT JOB

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