CHECKLIST

TOP 30 RESUME TIPS

☐ **1. Contact information:** Ensure your name, phone number, and email address are up to date and prominently displayed.

☐ **2. Professional summary:** Craft a concise and compelling statement that highlights your qualifications and career objectives.

☐ **3. Customisation:** Tailor your resume for each job application and align it with the specific job description and keywords.

☐ **4. Chronological order:** List your work experiences and education in reverse chronological order.

☐ **5. Relevant work experience:** Focus on the most recent and relevant work experiences that align with the job requirements.

☐ **6. Achievements:** Highlight quantifiable accomplishments and tangible results rather than just listing responsibilities.

☐ **7. Action verbs:** Begin each bullet point with strong action verbs to make your achievements stand out.

☐ **8. Keywords:** Incorporate relevant keywords from the job description to increase likelihood of passing through applicant tracking systems.

☐ **9. Industry jargon:** Incorporate industry-specific terms that demonstrate your knowledge and expertise.

☐ **10. Education:** Include your educational qualifications, certifications, and relevant coursework or training.

☐ **11. Skills:** Showcase your core technical and soft skills that are relevant to the position.

☐ **12. Language:** List the languages you speak and your proficiency level.

☐ **13. Software:** List software or tools you are proficient in, especially if they are relevant to the job.

☐ **14. Projects:** Mention any relevant projects you have worked on and their outcomes.

☐ **15. Publications or research:** Include any published work or research that showcases your expertise.

☐ **16. Awards and honors:** Highlight any awards or recognition you've received throughout your career or academic journey.

☐ **17. Professional memberships:** If relevant, list memberships in professional organisations or associations.

☐ **18. Volunteer work:** Add relevant volunteer experiences and extracurricular activities that demonstrate your skills and character.

☐ **19. Social media:** Provide the links to your LinkedIn and other professional profiles and ensure they are updated and consistent with your resume.

☐ **20. Online portfolio:** If applicable, include a link to your online portfolio or personal website.

☐ **21. Referees:** Prepare a list of professional references and have them ready upon request.

☐ **22. Formatting:** Ensure a clean, easy-to-read format with appropriate font size and style.

☐ **23. Length:** Keep your resume concise, ideally limited to one or two pages.

☐ **24. White space:** Use adequate white space to improve readability and organisation.

☐ **25. Bullet points:** Use bullet points to present information in a clear and structured manner.

☐ **26. Appropriate language:** Use formal and professional language throughout your resume.

☐ **27. Consistency:** Check for consistent formatting, verb tense, and style throughout the document.

☐ **28. Grammar and spelling:** Proofread your resume thoroughly for any grammar or spelling errors before submitting it.

☐ **29. Document name:** Use your full name in the file name of your resume (e.g., FirstName_LastName_Resume.pdf).

☐ **30. Save:** Stick to widely-used formats like PDF or Word (.doc or .docx) to prevent formatting issues and incompatibility with ATS.