



YOUR RESUME CHEAT SHEET

Check boxes, craft your winning
resume

SYSTEMATIC3

Connect. Evolve. Amplify.

QUALITY ASSURANCE (QA) CHECK ON YOUR RESUME IS ESSENTIAL TO ENSURE IT IS ERROR-FREE, WELL-STRUCTURED AND PRESENTS YOUR QUALIFICATIONS EFFECTIVELY. HERE WE PROVIDE A COMPREHENSIVE RESUME CHECKLIST TO HELP ENSURE THAT YOUR RESUME IS WELL-PREPARED AND ERROR-FREE. THIS CHECKLIST INCLUDES FORMATTING TIPS, CONTENT GUIDELINES AND COMMON MISTAKES TO AVOID, SO YOU SHOULD USE IT TO REVIEW AND ASSESS YOUR RESUME BEFORE SUBMISSION.





Contact Information:

- ☐ Name (First and Last)
- ☐ Professional email address
- ☐ Phone number
- ☐ LinkedIn profile URL (if applicable)
- ☐ City and state (optional, but can be useful)

Resume Format and Structure:

- ☐ Clear and organized layout
- ☐ Consistent font and formatting throughout
- ☐ Standard font size (10-12 points for main text)
- ☐ Appropriate use of Bold and Italics for emphasis
- ☐ Margins set to approximately 1 inch on all sides
- ☐ No excessive use of columns, tables, or graphics
- ☐ One to two pages in length (unless your industry requires longer resumes)

Headings and Sections:

- ☐ Contact information
- ☐ Professional summary or objective (optional)
- ☐ Work experience
- ☐ Education
- ☐ Skills (including both hard and soft skills)
- ☐ Certifications or licenses (if applicable)
- ☐ Awards and honors (if applicable)
- ☐ Volunteer work or extracurricular activities (if relevant)
- ☐ Publications or presentations (if relevant)



Content and Details:

- ❑ Accurate and up-to-date information
- ❑ Reverse chronological order for work experience and education
- ❑ Specific details for each job, including company name, job title, dates of employment, and location
- ❑ Bullet points for job descriptions, highlighting achievements and responsibilities
- ❑ Quantifiable achievements (numbers, percentages, or dollar amounts) where possible
- ❑ Education details, including degree(s), institution(s), graduation date(s), and GPA (if strong)
- ❑ Skills listed with relevance to the job you're applying for
- ❑ Certifications and licenses, including issuing authority and expiration date (if applicable)
- ❑ Awards and honors, specifying the reason for the recognition
- ❑ Volunteer work or extracurricular activities that demonstrate relevant skills or qualities
- ❑ Publications or presentations with complete citations (if applicable)

Language and Writing:

- ❑ Error-free spelling and grammar
- ❑ Correct verb tense (past tense for past jobs, present tense for current job)
- ❑ Avoidance of first-person pronouns (e.g., "I" or "my")
- ❑ Use of action verbs at the start of bullet points
- ❑ Clear and concise language
- ❑ Avoidance of jargon or technical language that might not be universally understood
- ❑ Consistent use of punctuation (e.g., periods, commas, colons) and capitalization

Tailoring and Keywords:

- ❑ Customized content for the specific job you're applying for
- ❑ Inclusion of keywords and phrases from the job description
- ❑ Emphasis on qualifications and experiences most relevant to the target position





Design and Visual Elements:

- ❑ Professional appearance with no distracting graphics or formatting
- ❑ Use of standard fonts (e.g., Arial, Calibri, Times New Roman)
- ❑ Use of black text on a white or neutral background
- ❑ Legible font size and spacing (1.0 to 1.15 line spacing)
- ❑ Clear section headings with consistent formatting

References:

- ❑ No references listed on the resume; save them for a separate reference page if needed

Proofreading:

- ❑ Careful proofreading for spelling, grammar, and formatting errors
- ❑ Reading the resume aloud to check for clarity and flow
- ❑ Asking a trusted friend, mentor, or family member to review the resume for feedback

Final Steps:

- ❑ Saving the resume in an appropriate file format (e.g., .docx or .txt)
- ❑ Creating a custom file name (e.g., "John_Smith_Resume.docx")
- ❑ Storing multiple versions of your resume for different job applications

