Your Advanced Checklist for a Resume That Will Get You Hired

Arun Chattopadhyay

ArunChattopadhyay.com

Over the past thirty-five years I've worked in executive management positions in several renowned companies and refined the job application process for myself. I also personally coached over a hundred candidates through the job search process successfully. This gave me a huge opportunity to measure, analyze, and test the effectiveness of different resume strategies at scale.

This checklist gives you an easy way to remember the 18 most important things to do before you send your resume to a recruiter or hiring manager.

– Arun Chattopadhyay

- [ ] Do a thorough research on the company you are applying to study and note their most critical problems that you can solve.

- [ ] Keep your LinkedIn profile updated and post value rich content there regularly.

- [ ] If you can, create a short, one-minute introduction video of yourself and upload that on YouTube checking the private sharing link. Put that link on your resume.

- [ ] Get at least three referrals from the bosses or employers you worked for so far. Attach those with your resume as annexure. Make sure to talk to them and get their nod to send their telephone numbers.

- [ ] Write your resume. Replace paragraph writing with bullet points that showcase your relevant work experience.

- [ ] Include these sections: Summary, Interests, Achievements, Experience, Education, Volunteer Work.

- [ ] Eliminate buzzwords or jargons and focus on results.

- [ ] Triple proofread it. Use Grammer checking software, a friend, and a professional.

- [ ] Make sure it fits into one page. If you have more than ten years of experience, you may go for two pages, not more. Increase margins or decrease font size if you need to.

- [ ] Include quantitative results - that means measurable metrics that you achieved or influenced.

- [ ] Include these sections: Summary, Interests, Experience, Education, Volunteer Work.

- [ ] Get specific in your interest section - show some personality.

- [ ] Use a simple, sans serif font like Ariel, Helvetica or Geneva

- [ ] Craft a cover letter that expands on the skills and experience your resume highlights.

- [ ] Use keywords from the job description so your resume makes it pass filtering software.

- [ ] Attach a headshot of yours on top left corner of your resume. Preferably take the help of a professional photographer if you can afford. Otherwise take the help of a friend who is good at it.

- [ ] Convert the resume into a PDF file.

- [ ] Send the file to your prospective employer and you're done.

Arun Chattopadhyay

ArunChattopadhyay.com

Sick of Applying for Jobs Online?

Jump into a free, 15 minutes consulting call and I'll show you how to land a referral with the next two weeks.

Book a Call