Your Complete Checklist for a Resume That Will Get You Hired

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Over the past thirty plus years I've coached hundreds of people through the job search process, from resumes to interviews.   Having a good targeted resume is the first step to getting hired.

This checklist gives you an easy way to remember the 10 most important things to do before you send your resume to a recruiter or hiring manager.

– Fran Watson

- [ ] Triple proofread it—use spell checking software, a friend, and a professional.

- [ ] Replace summary paragraphs with bullet points that showcase your relevant experience.

- [ ] Eliminate buzzwords (you know them when you see them) and focus on results - ask yourself the question... "so what?"

- [ ] Try to make it fit on one page—increase margins and decrease font size if you need to.

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

- [ ] Include these sections: Highlights of Skills or Qualifications, Experience, Education, Interests and Volunteer Work.

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

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

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

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

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