Resume Checklist
Key Components of a Professional Resume

Use this comprehensive checklist to ensure your resume includes all essential elements and is ready for submission:

Contact Information
Full Name
Professional Email Address
Phone Number
LinkedIn Profile (if applicable)
Personal Website or Portfolio (if applicable)

Professional Summary or Objective
Clear, concise statement summarizing your career goals and qualifications
Tailored to the specific job or industry

Work Experience
Listed in reverse chronological order
Job Title, Company Name, Location, and Dates of Employment for each position
Bullet points describing responsibilities and achievements
Quantifiable results and accomplishments
Use of strong action verbs

Education
Highest degree obtained
    (include degree type and field of study)
Name of the institution, location, and graduation date
Relevant honors, awards, or academic achievements

Skills
List of relevant hard and soft skills
Specific technical or industry-related skills
Language proficiencies (if applicable)

Certifications and Awards
Any relevant professional certifications or licenses
Notable awards or recognitions

Additional Sections (if applicable)
Volunteer Experience
Internships
Publications or Research
Professional Affiliations
Projects or Portfolio Work

Formatting and Style
Consistent font type and size (10-12 pt for body text)
Clear headings and subheadings
Adequate white space for easy readability
Bulleted lists for easy scanning
Consistent alignment and spacing

General Review
Proofread for spelling and grammatical errors
Checked for consistency in tense and formatting
Verified accuracy of all information
    (dates, names, numbers)
Ensured overall length is appropriate
    (generally one page for early-career, two pages for more experienced professionals)

Tailoring for Job Application
Resume customized to align with the job description
Keywords from the job posting included
Highlighted most relevant experiences and skills for the role

This checklist is designed to guide you in creating a comprehensive and professional resume. Before submitting your resume, make sure each of these elements is addressed effectively to present your qualifications in the best possible light.