

Resume Revival Checklist



1. You can use this Checklist for each job you apply for.
2. Check your resume with the Checklist below and tick all items that your resume complies with.
3. Any items that do not have a tick against them need your attention *before* submitting it in a job application.

Resume Checklist		✓
1	Is it less than 2 pages?	
2	Is it simply and clearly formatted? Is it easy for you to update and easy for someone else to read and a sensible format with easy to find sections? With no: - colors - fancy fonts - photo of yourself - graphics - date of birth	
3	Does it have a <i>Professional Summary</i> ? And is your summary authentic and written to help you stand out?	
4	Is your <i>Professional Summary</i> tweaked for the current job? EXAMPLE: If they ask for excellent customer service skills in the job advertisement, is this skill highlighted in your <i>Professional Summary</i> "I am a customer service professional with over 8 years experience in retail..."?	
5	Are the most relevant sections <i>for this job</i> at the top? EXAMPLE: If they ask for a Bachelors degree from a recognised university as one of the selection criteria for the job, do you have an Education section that lists your university degree and university, right after your Professional Summary, and before the Work History section?	
6	For every section, is the most recent information at the top? EXAMPLE: In the Work History section, is your most recent employment listed first?	
7	In the <i>Work History</i> section, do you have words or phrases from the job advertisement or job description embedded in the bullet points for work experience to directly match your experience with what they are asking for? EXAMPLE: If the job ad asks for experience in establishing supplier relationships and contract management do you change (or add) your corresponding work experience to include the dot point "established supplier relationship for IT equipment with XYZ IT Equipment" and "responsible for contract negotiation and management for 3 years with XYZ IT Equipment"	
8	In the <i>Work History</i> section, are your bullet points describing your experience descriptive enough to tell people that don't know you or the job what you did in that job?	
9	Is all extra, non-crucial information removed? With no: - work experience led included that is older than 10 years (unless some is highlighted in a <i>Relevant Work Experience</i> section) - date of birth - long lists of training courses or qualifications (just the most relevant or significant ones) - referee contact details (unless specifically asked for) - school details if you've been out of school > 10 years - hobbies/ interests (unless you're a school leaver or it is relevant for a particular job)	
10	Does it have a Footer with your name and the page number included?	

