

## Resume Checklist

### **Clarity** – *Make it easy to read*

- Format in one page with summary and bullet points (except for academic or executive)
- Share the facts in words and numbers that are accurate, clear, meaningful, and targeted
- Eliminate redundancy and duplication
- Highlight skills, capabilities, qualifications, results, contributions

### **Personality** – *Know yourself*

- Picture (in great detail) the kind of work and work environment where you thrive
- Explore, transform, and honor your lessons learned
- Claim your talents, gifts, passions, values, and desired impact
- Focus on what you WANT to do, not all you can do

### **Value** – *Fill a need*

- Consider ways you fulfill specific and general industry needs
- Use a format (functional, chronological, or CV) and language required for the position/organization/work you seek
- Convert experiences into tangible skills
- Create insightful, value-added talking points to support line items in your resume

### **Aliveness** – *Light up your message*

- Select dynamic (not flowery) and reflective words that capture your value
- Provide rich examples and specific differentiators
- Ask for and integrate feedback from friends, cohorts, and interviewers
- Express yourself authentically