



Section-By-Section Resume Editing Checklist

| HEADER/SUMMARY: My introductory section includes... | Yes | No |
|--|--------------------------|--------------------------|
| Only my primary contact information, including a professional email address | <input type="checkbox"/> | <input type="checkbox"/> |
| My target job title | <input type="checkbox"/> | <input type="checkbox"/> |
| A summary explaining what I have to offer, not a career objective | <input type="checkbox"/> | <input type="checkbox"/> |
| Optionally, a link to my professional portfolio and/or LinkedIn profile | <input type="checkbox"/> | <input type="checkbox"/> |
| CORE COMPETENCIES: My list of key skills has... | Yes | No |
| 10–15 keywords | <input type="checkbox"/> | <input type="checkbox"/> |
| A clear visual separation from the summary | <input type="checkbox"/> | <input type="checkbox"/> |
| No acronyms, except when accompanied by the unabbreviated name | <input type="checkbox"/> | <input type="checkbox"/> |
| PROFESSIONAL EXPERIENCE: My previous jobs are... | Yes | No |
| Described in the correct tense | <input type="checkbox"/> | <input type="checkbox"/> |
| Listed in reverse chronological order | <input type="checkbox"/> | <input type="checkbox"/> |
| Undated and listed in “additional experience” subsection if held 15+ years ago | <input type="checkbox"/> | <input type="checkbox"/> |
| Enriched with bulleted accomplishments explaining what you did and measurable results | <input type="checkbox"/> | <input type="checkbox"/> |
| SUPPLEMENTAL SECTIONS: For sections I have opted to include, I have checked that... | Yes | No |
| Publications: titles are hyperlinked where possible | <input type="checkbox"/> | <input type="checkbox"/> |
| Honors & Awards: descriptions are added when helpful | <input type="checkbox"/> | <input type="checkbox"/> |
| Education: GPA is provided only if 3.8 or higher | <input type="checkbox"/> | <input type="checkbox"/> |
| Professional Development: no irrelevant/unrelated workshops or conferences are included | <input type="checkbox"/> | <input type="checkbox"/> |
| Professional Credentials: any past licenses/certifications are labeled “inactive” | <input type="checkbox"/> | <input type="checkbox"/> |
| Memberships/Affiliations: no potentially controversial organizations are listed | <input type="checkbox"/> | <input type="checkbox"/> |