

# Résumé Checklist

My Résumé...

- Has up-to-date contact information (including my customized LinkedIn URL)**
- Does not include my full address (all you need is the city and state)**
- Features a professional email address**
- Is tailored to the types of roles I'm targeting**
- Highlights my career achievements and accomplishments**
- Features my most applicable and transferrable experience in the top third of the first page**
- Has three to six bullet points (or less) for each of my jobs**
- Is keyword optimized, meaning it includes words and phrases that are common to the industry and position I'm targeting**
- Uses engaging action words (e.g., manage, develop, cultivate, drive, establish, implement)**
- Is one page long (unless you have 5+ years of experience)**
- Is completely accurate and free of spelling and grammatical errors**
- Has been proofread by a trusted friend, colleague, or professional**
- Is easy to read and follow**