

RESUME CHECKLIST

Your guide to an ATS-friendly,
impactful resume



A step-by-step checklist to build a professional resume
that gets noticed and lands interviews.

RESUME CHECKLIST



- ☐ Keep the resume 1-2 pages only. Anything above 2 pages, you need to work on it.
- ☐ Is your personal summary 3-4 sentences and filled with minimum 5 interpersonal skills?
- ☐ Do you have a minimum of 12 skills in your resume in the interpersonal skills section? (Not technical skills)
- ☐ Do you have technical skills with software relevant to your industry?
- ☐ Have you explained your career gaps?
- ☐ Use action verbs at the start of each sentence in your personal summary.
- ☐ Have you included metrics or quantitative data to showcase your skill set in the work experience section?
- ☐ The CV should be submitted in PDF format only.
- ☐ An education summary is important for recent graduates to explain core papers, projects, and any achievements.
- ☐ References can be omitted to save space, as they often check references at the interview stage.



Be discoverable. Be credible

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