

# » RESUME CHECKLIST

- Resume does not exceed 2 pages in length.
- If you are using a sidebar, make sure it is located to the left of the main section.
- First line of your resume is your name and it uses the largest font size of the entire document.
- A professional title goes below your name and uses such terms as <Field> Professional, Specialist or Expert.
- Your contact info includes your email, phone number, city, province/state, and country (optional).
- Remove your street name and number, date of birth, nationality, marital status, passport #, visa #, etc.
- Add a link to your LinkedIn profile at the bottom of your contact info section.
- Start your resume with a "PROFILE" – a concise summary of your skills and value. Limit it to 3 sentences.
- Next section of your resume is "SKILLS" – include hard skills, soft skills, and technology/software skills.
- Other sections are "EXPERIENCE", "EDUCATION & CERTIFICATION", and "INDUSTRY AFFILIATIONS".
- You have carefully selected each skill, position and hobby (optional) to support your professional title
- For each position, list your title above the company name. The focus is on you, not the company.
- Include a brief description of the company below its name to create a context for your job description.
- 1 idea per bulletin point, and 1 line per bulletin. If you can't fit a point in 1 line, rewrite it until you can.
- Focus on achievements instead of daily tasks to avoid sounding more junior than you are and fit in 2 pages.
- Smallest font size is 10 in the entire document.
- Save as PDF to preserve formatting when sending and uploading your resume.
- Now remove all tables and save as a DOC. Use this version in online applications to pre-populate forms.
- Check your resume against 3 job listings to make sure you are using keywords common to this field/industry.
- Have someone proofread your resume for spelling and grammar mistakes.

## NEED HELP?



Lana Melnichuk is a Career Strategist & Coach. She founded [Two Steps Forward Consulting Co.](#) in 2020 to help women frustrated by lack of progress in their careers feel empowered and better communicate their worth through her 1:1 coaching, document and web services.

Need help with a career-related issue? Grab a time slot that fits your needs in [Lana's online calendar](#).