

Resume Check List

- Determine your target job or jobs
- Determine your target industry or industries
- Determine how many resumes to create
 - Create a resume for each job you are targeting
 - Consider whether you need a different resumes for different industries
- Gather job ads from [Job Search Websites](#) for jobs that interest you
- Based on the Job Ads you gather
 - Include keywords from the Ads in your resume
 - Create bullet points to describe experience, skills, education, and training you have that parallels experience, skills, and training required for the Jobs that interest you
- Review resume examples
 - From colleagues
 - From competitive candidates on LinkedIn (some people include their resumes)
 - From Google searches
 - From the webpages below:

RESUME EXAMPLES

- Gather resume tips that apply to your resume:
 - From friends
 - From the internet
 - From the webpage below

RESUME TIPS

- Choose an effective Resume Format (Chronological, [Functional Resume Example](#), or a Combination)
- Incorporate good phrases and terms from resume examples you review
- [Create a Keyword List / Skills List for your resume and LinkedIn Profile](#)
- Decide whether to write your resume yourself or hire a professional resume writer to write it
- Write your resume

OR

- If you decide to have a professional resume writer write your resume
 - Look for resume writers on LinkedIn
 - Look for resume writers through a Google search
 - Review the resume writers we have provided

PROFESSIONAL RESUME WRITERS

Once your resume is written

- Ensure Keywords from your Keyword List are spread throughout your resume
- Proofread your resume
- Have a friend proofread your resume
- Obtain feedback from:
 - Colleagues

- HR Experts
- Recruiters
- Mentors
- Revise Your Resume Based on the Feedback
- Incorporate the feedback
- Revise your resume
- Proofread your resume again
- Name your resume file with your name and the current date
- Print your resume on good paper
- If you are not in a confidential job search:
 - Add your resume to your LinkedIn Profile as a document
 - Update your LinkedIn Profile
 - Post your resume on Job Search Websites
 - Consider posting your resume on Social Media sites
- Update your resume when you find your new job