

Resume Review Checklist



THE BASICS

- Name is spelled correctly
- Phone number is accurate
- Email address is correct
- LinkedIn profile link is correct
- Job titles are correct
- Company names are correct
- Dates of employment are accurate
- Education is correct
- Overall spelling and word choice aligns

THE PERSUASION

- Achievements are quantified wherever possible
- Impact **POPS** and stands out to reader
- Keywords align to target jobs
- Past achievements align with target roles, titles, and responsibilities
- Keywords are optimized throughout
- Bullet points are clear and concise

THE STORY

- Flow is cohesive & clear
- Story reflects wins & achievements
- Narrative is clear and positions you as a difference maker
- Story is compelling
- Story highlights what you're most proud of in your career

THE FORMAT

- Overall template aligns to level, industry
- Font choice matches your brand
- Color choice matches your brand
- Format maximizes available space and is easy to follow

ODDS & ENDS

- Resume makes you feel confident, proud, and accomplished

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the
Resume
REALIST