



The Interview Guys Present The “Perfect Resume” Checklist

1 Choose Your Resume Type

- ✓ **Chronological**
 - Chronological listing of all your work history with your most recent positions listed first.
- ✓ **OR Functional**
 - Focuses on the actual skills you possess and highlights what you know rather than when you did it.
- ✓ **OR Combination**
 - Lists both your skills and experiences as well as your employment history in chronological order.



2 Include Your Personal Info in the Header

- ✓ **Full Name**
- ✓ **Address**
- ✓ **Phone Number**
- ✓ **Email**
- ✓ **Personal Website**
- ✓ **Photo (optional when appropriate)**



3 Format Your Resume

- ✓ **Try to keep it to one page...two max.**
- ✓ **Choose your font**
- ✓ **Helvetica most recommended. No Comic Sans!**
- ✓ **Font size between 10 and 12**
- ✓ **Margins all around between 1/2" and 1"**
- ✓ **Single spacing**
- ✓ **8 1/2" x 11" white paper**
- ✓ **Use laser or ink-jet printer if possible.**
- ✓ **Add keywords to appease the ATS (Applicant Tracking System)**



4 Resume Categories to Include

- ✓ **Header**
 - This is where you include your personal information (see above).
Resume Objective OR Resume Summary Statement
Choose which one suits you best (see our blog posts for help).
- ✓ **Experience/Qualifications**
 - List the jobs you have held in reverse chronological order, with your most recent job first.
Include the title you held and a quick bulleted list of your responsibilities/duties.
- ✓ **Skills/Abilities**
 - A quick outline of the skills (both “hard” and “soft”) that relate to the position and company you are applying to (see below for examples).
- ✓ **References**
 - Compile your references, but no need to include them on your resume.
Simply write “References available upon request.”
- ✓ **Interests**
 - Only list interests if they directly relate to the position you are interviewing for OR help demonstrate a relevant skill.



“Tailor” Your Resume to the Company/Position You’re Interviewing For 5

- ✓ Every job you apply for should have a resume unique to that company and position.
- ✓ Find out what specific Qualities (skills/abilities) make up the company’s Perfect Candidate by heavily researching the company.
- ✓ Study the job description for skills that the company values and include them on your resume.
- ✓ Carefully study your company’s web properties (ex. Facebook, LinkedIn, etc.) to discover the type of person the company hires, then try to emulate this in your resume.
- ✓ Highlight your past experiences (and interests if applicable) that most align with your company’s Perfect Candidate Qualities.



6 Skills and Abilities

- ✓ List only “tailored” skills, or skills that are relevant to the company and position you are interviewing for
- ✓ List hard skills and soft skills
- ✓ Hard skills may include: word processing, computer programming, heavy machine operation, Spanish fluency, advanced bookkeeping, mathematics, etc.
- ✓ Soft skills may include: problem solving, adaptability, collaboration, time management, critical thinking, etc.

Action Verbs / Power Words 7

- ✓ Instead of the same basic old vocabulary, use words that help catch a hiring manager’s eye and give you an edge, also known as Action Verbs or Power Words
- ✓ If you were the leader of a project, instead of saying “led”, try: Chaired, controlled, coordinated, executed, headed, operated, orchestrated, organized, oversaw, programmed, etc.
- ✓ If you created something, try something like: Administered, built, chartered, designed, devised, founded, engineered, constructed, established, formalized, formed, formulated, etc.

8 Grammar and Spell Check

- ✓ It goes without saying that if your grammar and spelling aren’t perfect, you risk not getting an interview at all, let alone a job offer
- ✓ Have a colleague you trust proofread your resume
- ✓ Do not use any slang or complicated abbreviations (please no “lol’s” and “winky faces”)
- ✓ Spell out the numbers 1-9 when using them on your resume (ex. “five” instead of 5).

Thanks for downloading the “Perfect Resume” Checklist!
If you need more in depth information be sure
to visit theinterviewguys.com