



PROMOTION
CAREER SOLUTIONS

JOBSEEKER'S GUIDE TO YOUR FIRST RÉSUMÉ CHECKLIST

PROMOTION CAREER
SOLUTIONS

- ☐ Everything you include on the résumé should focus on the goal of getting you the opportunity to interview for the job.
- ☐ The first step to creating your résumé is to identify your job target.
- ☐ Find job postings for 3-5 positions you'd be interested in and use those to create a clear job target.
- ☐ Identify what skills, experience, and education are needed for your targeted job.
- ☐ Be selective about what you include: You do not have to list every job you've ever held, nor every aspect of the responsibilities you held. Be ruthless in editing your document.



- ☐ Make sure you are including details and accomplishments that target “employer buying motivators” — the reasons that employers hire employees.
- ☐ Tailor each résumé and cover letter for the role you're seeking, including specific keywords and phrases to help your résumé score well in applicant tracking systems.
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- ☐ Don't use the same résumé when targeting different types of roles. Instead, tailor your qualifications and experience for the specific role you're pursuing.
 - ☐ Don't copy anyone else's résumé or LinkedIn profile.
 - ☐ Tell a story with your résumé. Who are you? What sets you apart? What can you do for the company that no one else does?
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- ☐ Make sure your résumé is visually appealing (even if you're applying for positions online).
 - ☐ Make sure you are including quantifiable accomplishments on the résumé. Employers want to hire people who can generate results for them. Past performance is often the best predictor of future success.
 - ☐ Follow conventional résumé style, using present tense for activities currently being performed and past tense for past activities and achievements. Don't include pronouns (I, me, my) on the résumé.
 - ☐ Include all relevant experience you have, even if it's unpaid. This can include internships, volunteer roles, and projects. Proofread your résumé more than once.

SHOULD I INCLUDE THIS JOB ON MY RÉSUMÉ?

- ☐ Decide whether to include the job at all on your résumé. Is it relevant to your current career goal? Does it add experience or skills that aren't included in any other role you held? Was the employer a well-recognized company? Is this your only experience that is relevant to your next job target?
- ☐ Determine whether you want to position the job as a planned short-term role (for example, contract work) or not.
- ☐ Consider grouping the role with other similar positions if the roles were similar.
- ☐ If you were let go because of a reason that was unrelated to your performance (for example, you were laid off because of an economic downturn or the company lost a key customer), include that reason on the résumé.
- ☐ If you were fired from the job you're including on the résumé, be prepared to talk about why in an interview.
- ☐ If the position isn't relevant for where you're going, and you were there for six months or less, consider omitting it. Remember, a résumé is not a career obituary of everything you've ever done or everywhere you've ever worked.





- ☐ To avoid age discrimination, only include the most recent 10-15 years of work experience on your résumé.

- ☐ If you are asked to complete a job application that requires you to list all positions you've held, you should include each and every role, no matter how short. (Note: This is an important distinction between a job application and a résumé.)