

**CHECKLIST**

# Resume Rewrite Checklist

Use this checklist on every resume version before you send it. Print it or keep it open beside your draft.

## Structure

- Single column, no tables or text boxes.
- Name + 1-line headline + city + email + LinkedIn at top.
- Sections in this order: Summary, Experience, Skills, Education.

## Summary

- 3 lines max.
- Includes your specialty + an outcome you create + the type of role you want next.

## Experience bullets

- Each bullet starts with a strong verb.
- Each bullet contains a result or number.
- Cut anything that is just a job description.

## Keywords

- Top 8 keywords from the target job description appear naturally in your resume.
- Skills section is scannable and accurate.

## Polish

- No typos. Read aloud once.
- PDF export, file named: Firstname-Lastname-Role.pdf.
- Reviewed by 1 peer and 1 recruiter.

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