

■ Resume Writing Checklist + Quick Guide

Practical steps, expert knowledge, and examples to craft a resume that wins interviews.

Step 1: Choose the Right Format

Select a format that highlights your strengths: - Chronological: best for steady career growth. - Functional: emphasizes skills if you're changing careers. - Combination: balances both skills and experience.

Step 2: Write a Strong Summary

Your summary is the hook. In 2–3 lines, show your focus and one achievement. Example: 'Marketing professional with 5 years of experience, skilled in digital campaigns, increasing ROI by 35%.'

Step 3: Add Key Skills

Recruiters and ATS scan for keywords. List: - Hard skills: software, technical tools. - Soft skills: leadership, teamwork, communication. Pro Tip: Mirror the skills from the job description.

Step 4: Highlight Achievements, Not Duties

Use action verbs and measurable results. ■ 'Responsible for managing a sales team.' ■ 'Led a sales team of 8, achieving 120% of annual targets for 3 years.'

Step 5: Keep it Concise

Recruiters scan resumes in 7 seconds. Keep it focused: - Freshers: 1 page. - Experienced: 2 pages max. Use bullet points and avoid long paragraphs.

Step 6: Optimize for ATS

Applicant Tracking Systems (ATS) filter resumes. To pass: - Use keywords from the posting. - Stick to fonts like Arial or Calibri. - Avoid tables, images, and columns.

Step 7: Add Education & Certifications

Only add what's relevant. For experienced professionals: keep it short. For freshers: highlight academics, honors, and coursework.

Step 8: Show Extra Value

Stand out by adding: - Volunteer work. - Projects. - Languages. - Online courses or certifications.

Step 9: Proofread Carefully

One typo can cost an interview. Check grammar, spelling, and consistency in formatting. Ask a friend or use tools like Grammarly.

Step 10: Link to LinkedIn Profile

Recruiters check LinkedIn. Ensure your profile matches your resume, includes a professional photo, and uses strong keywords.

■ Download more career checklists, resume templates, and job search strategies at DailySuccessDose.com