



## **Classy Career Girl's Resume Checklist**

Make sure you ask yourself these questions BEFORE you hit submit!

1. Have I spellchecked?
2. Do I answer the question – so what?
3. Do I brag about how awesome I am?
4. Have I quantified results as much as possible?
5. Do I show how I found solutions to problems for every job I have had?
6. Do I show how I added value to every company I have worked for?
7. Have I carefully used keywords from the job posting in defining my skills and experiences?
8. Have I shown that I meet all the minimum qualifications? If possible, have I shown that I meet the additional qualifications?
9. Does everything in my resume correlate to the job I am applying to?
10. Did I add a few extras that show I am unique and memorable?
11. Are my bullets all lined up?
12. Is everything formatted and organized correctly?
13. Is every term parallel? (Past tense/singular, etc. for verbs and nouns)
14. Has someone else reviewed it and provided me with their input?
15. Have I proofread it one last time?