



Section-By-Section Resume Editing Checklist

HEADER/SUMMARY: My introductory section includes...	Yes	No
Only my primary contact information, including a professional email address	<input type="checkbox"/>	<input type="checkbox"/>
My target job title	<input type="checkbox"/>	<input type="checkbox"/>
A summary explaining what I have to offer, not a career objective	<input type="checkbox"/>	<input type="checkbox"/>
Optionally, a link to my professional portfolio and/or LinkedIn profile	<input type="checkbox"/>	<input type="checkbox"/>
CORE COMPETENCIES: My list of key skills has...	Yes	No
10–15 keywords	<input type="checkbox"/>	<input type="checkbox"/>
A clear visual separation from the summary	<input type="checkbox"/>	<input type="checkbox"/>
No acronyms, except when accompanied by the unabbreviated name	<input type="checkbox"/>	<input type="checkbox"/>
PROFESSIONAL EXPERIENCE: My previous jobs are...	Yes	No
Described in the correct tense	<input type="checkbox"/>	<input type="checkbox"/>
Listed in reverse chronological order	<input type="checkbox"/>	<input type="checkbox"/>
Undated and listed in “additional experience” subsection if held 15+ years ago	<input type="checkbox"/>	<input type="checkbox"/>
Enriched with bulleted accomplishments explaining what you did and measurable results	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLEMENTAL SECTIONS: For sections I have opted to include, I have checked that...	Yes	No
Publications: titles are hyperlinked where possible	<input type="checkbox"/>	<input type="checkbox"/>
Honors & Awards: descriptions are added when helpful	<input type="checkbox"/>	<input type="checkbox"/>
Education: GPA is provided only if 3.8 or higher	<input type="checkbox"/>	<input type="checkbox"/>
Professional Development: no irrelevant/unrelated workshops or conferences are included	<input type="checkbox"/>	<input type="checkbox"/>
Professional Credentials: any past licenses/certifications are labeled “inactive”	<input type="checkbox"/>	<input type="checkbox"/>
Memberships/Affiliations: no potentially controversial organizations are listed	<input type="checkbox"/>	<input type="checkbox"/>