

Resume Checklist

Run through this before you send any resume.

Contact & header

- ☐ Full name, phone, professional email and city
- ☐ LinkedIn / portfolio link (if relevant)
- ☐ Clear target job title at the top

Professional summary

- ☐ 2-3 sentences tailored to the role
- ☐ States who you are and your top value
- ☐ No clichés — concrete and specific

Experience

- ☐ Most recent role first (reverse chronological)
- ☐ Each bullet starts with an action verb
- ☐ Results quantified with numbers / % / amounts
- ☐ Tailored to the job description

Skills & education

- ☐ Skills match the job keywords
- ☐ Both technical and soft skills
- ☐ Education, certifications and languages

Formatting & ATS

- ☐ 1-2 pages, standard fonts (Arial, Calibri)
- ☐ Standard section headings
- ☐ No images/tables that break ATS parsing
- ☐ Proofread — zero spelling/grammar errors

Build a ready-to-use resume free at evalon.tech/resume