



CHECKLIST · RESUME

Resume Rewrite Checklist

The exact pass-by-pass edits that move a resume out of the bottom quartile — printable, tickable, and organized by section.

DOCUMENT
PDF Checklist

AUDIENCE
Any career stage

USE
Print · Tick · Send

Checklist • Resume

Resume Rewrite Checklist

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Before you start

This checklist is designed to be worked through in order. Each section has a set of checkable items — do not skip. On average, working the full list takes two to three focused hours. Do it in one sitting if you can; momentum matters.

Have three things open before you begin: your current resume, one job description for a target role, and a blank document for your master resume. You will move bullets between them as you go.

The goal is not perfection. The goal is a resume that clears the six-second scan and matches one target role clearly.

Header

- Full name in the largest font on the page (16–20pt).
- One-line professional title under the name (not your last job title — the role you want next).
- City and state or country (no full home address).
- One email address — a professional format, not a novelty handle.
- One phone number, formatted cleanly.
- LinkedIn URL (customized: linkedin.com/in/firstname-lastname).
- Portfolio, GitHub, or personal site if relevant to the target role.
- No photo, date of birth, marital status, or nationality.

Summary

- Two to three lines, not a paragraph.
- Names the target role in the opening phrase.
- Includes two or three strongest functional skills.

- Includes one measurable business outcome.
- No first-person pronouns.
- No apologetic or transitional language ("seeking", "aspiring", "open to").
- Reads well out loud in under twelve seconds.

Experience — every role

- Job title in bold. Company name in regular weight.
- Dates on the right, in month-year format or year-only.
- One-line role summary under each title (optional but recommended).
- Three to five bullets per recent role. One or two for older roles.
- Every bullet starts with a strong action verb (Led, Built, Launched, Reduced, Scaled).
- Every bullet includes scope (team size, users, budget, region) or a specific outcome.
- At least one number per role — real or scope-in-words.
- No "Responsible for" anywhere in the document.
- No collective voice ("we") — every bullet is first-person work.
- Consistent tense: past tense for prior roles, present for current.

Skills

- One row of skills, six to ten items, comma or pipe separated.
- Includes exact keywords from three target job descriptions.
- Ordered by relevance to the target role, not alphabetically.
- No proficiency bars, star ratings, or graphics.
- No skills you cannot defend in an interview.

Education

- Degree, institution, graduation year (year-only is fine).
- GPA only if above 3.5 and graduated in the last three years.
- Relevant coursework only if under two years since graduation.
- No high school if you have a degree.

Layout and typography

- Single column, no sidebars or table-based layouts.
- System font: Arial, Helvetica, Calibri, Georgia, Inter, or Source Sans.
- Body text 10–11pt. Section headings 12–13pt. Name 16–20pt.
- Line height 1.2 to 1.3.
- Margins at least 0.5 inch, ideally 0.75 inch.
- One accent color maximum (headings and name).
- One bullet character throughout.
- Dates right-aligned, consistent format.
- One page for under 10 years experience; two pages for 10–20; rarely more.

ATS parse check

- Saved as PDF, not DOCX or PAGES.
- No text inside images, icons, or headers.
- No footers or headers containing your name or contact.
- File name: Firstname_Lastname_Company_Role.pdf.
- Test-parse the PDF at jobscan.co or resumeworded.com before submitting.

Tone and language

- No first-person pronouns anywhere.
- No adjectives that cannot be verified ("passionate", "detail-oriented", "innovative").
- No buzzwords without proof ("synergy", "leverage", "disruptor").
- Verbs vary — no bullet begins with the same verb as the one above it.
- Every sentence is under 20 words.

Tailoring for a specific role

- Copy the job description into a document. Highlight the five to seven phrases that repeat.
- Work those exact phrases into your summary, top three bullets, and skills row where they are truthful.
- Match the seniority language in the JD ("led" vs "managed" vs "directed").

- Match the industry vocabulary ("users" vs "customers" vs "clients").
- Save the tailored version with the company and role name in the filename.

Final proof pass

- Read it out loud, top to bottom.
- Have one other person read it before you send.
- Check every date, phone number, and email address.
- Confirm the file opens cleanly on Windows and Mac.
- Confirm it prints on one or two pages without cutting off.

The 10-minute weekly tune-up

Once your master resume is done, spend ten minutes each week updating it. Add any new bullet you can defend, remove any bullet that no longer serves the story, and update your "available on request" list of references. A weekly tune-up prevents the six-hour panic rewrite the day before a great role posts.

Print this checklist. Tick every box before you send your next application. Nothing lifts a resume faster than working every line of the list.

Made by JobsBloom for professionals in transition. Share it with someone who could use it.