

Contact Information

	Full name at the top (matches LinkedIn)
	Professional email address
	Phone number
	City and state (no full address)
	LinkedIn or portfolio URL (if relevant)
	Target title is clear
	File name is clear and professional (e.g., FirstLast_Resume_company_.pdf)

Resume Summary

	2–3 sentence summary tailored to the role
	Highlights your top skills and outcomes
	No buzzwords or vague phrases

Work Experience

	Listed in reverse-chronological order
	Includes job title, company, location, and dates
	Bullet points begin with strong action verbs
	Each bullet shows an outcome or impact
	Most relevant achievements are listed first
	No outdated or unrelated job details

Education

	Degree, major, school name, graduation date
	GPA/honors included only if relevant and recent
	No high school listed if you have a college degree

Certifications

	Relevant to the role
	Includes name, issuer, and date (or expected)
	Acronym included if well-known

Optional Sections

	Skills, Projects, Volunteer Work, Awards, or Publications support your story
	Each entry is concise and relevant
	Impact shown when possible for all but Skills section

Final Edits and Proofreading

	No typos or grammar errors
	Bullet points are clear and consistent
	Fonts, spacing, and alignment are uniform
	Keywords and phrasing match the job posting