



# The Interview Guys Present The “Perfect Resume” Checklist

## 1 Choose Your Resume Type

- ✓ Chronological
  - Chronological listing of all your work history with your most recent positions listed first.
- ✓ OR Functional
  - Focuses on the actual skills you possess and highlights what you know rather than when you did it.
- ✓ OR Combination
  - Lists both your skills and experiences as well as your employment history in chronological order.



## Include Your Personal Info in the Header 2

- ✓ **Full Name**
- ✓ **Address**
- ✓ **Phone Number**
- ✓ **Email**
- ✓ **Personal Website**
- ✓ **Photo (optional when appropriate)**



## 3 Format Your Resume

- ✓ Try to keep it to one page...two max.
- ✓ Choose your font
- ✓ Helvetica most recommended. No Comic Sans!
- ✓ Font size between 10 and 12
- ✓ Margins all around between 1/2" and 1"
- ✓ Single spacing
- ✓ 8 1/2" x 11" white paper
- ✓ Use laser or ink-jet printer if possible.
- ✓ Add keywords to appease the ATS (Applicant Tracking System)



## 4 Resume Categories to Include



### Header

- This is where you include your personal information (see above).

### Resume Objective OR Resume Summary Statement

Choose which one suits you best (see our blog posts for help).



### Experience/Qualifications

- List the jobs you have held in reverse chronological order, with your most recent job first.

Include the title you held and a quick bulleted list of your responsibilities/duties.



### Skills/Abilities

- A quick outline of the skills (both “hard” and “soft”) that relate to the position and company you are applying to (see below for examples).



### References

- Compile your references, but no need to include them on your resume. Simply write “References available upon request.”



### Interests

- Only list interests if they directly relate to the position you are interviewing for OR help demonstrate a relevant skill.



## “Tailor” Your Resume to the Company/Position You’re Interviewing For 5



- Every job you apply for should have a resume unique to that company and position.



- Find out what specific Qualities (skills/abilities) make up the company’s Perfect Candidate by heavily researching the company.



- Study the job description for skills that the company values and include them on your resume.



- Carefully study your company’s web properties (ex. Facebook, LinkedIn, etc.) to discover the type of person the company hires, then try to emulate this in your resume.



- Highlight your past experiences (and interests if applicable) that most align with your company’s Perfect Candidate Qualities.



## 6 Skills and Abilities



- ✓ List only “tailored” skills, or skills that are relevant to the company and position you are interviewing for
- ✓ List hard skills and soft skills
- ✓ Hard skills may include: word processing, computer programming, heavy machine operation, Spanish fluency, advanced bookkeeping, mathematics, etc.
- ✓ Soft skills may include: problem solving, adaptability, collaboration, time management, critical thinking, etc.

## 7 Action Verbs / Power Words



- ✓ Instead of the same basic old vocabulary, use words that help catch a hiring manager’s eye and give you an edge, also known as Action Verbs or Power Words
- ✓ If you were the leader of a project, instead of saying “led”, try: Chaired, controlled, coordinated, executed, headed, operated, orchestrated, organized, oversaw, programmed, etc.
- ✓ If you created something, try something like: Administered, built, chartered, designed, devised, founded, engineered, constructed, established, formalized, formed, formulated, etc.

## 8 Grammar and Spell Check



- ✓ It goes without saying that if your grammar and spelling aren’t perfect, you risk not getting an interview at all, let alone a job offer
- ✓ Have a colleague you trust proofread your resume
- ✓ Do not use any slang or complicated abbreviations (please no “lol’s” and “winky faces”)
- ✓ Spell out the numbers 1-9 when using them on your resume (ex. “five” instead of 5).

**Thanks for downloading the “Perfect Resume” Checklist!**  
**If you need more in depth information be sure**  
**to visit [theinterviewguys.com](http://theinterviewguys.com)**