



# 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)**