

Resume Checklist

A practical checklist to help students, freshers and working professionals create a clear, relevant and professional resume.

FOR

Students · Freshers · Working Professionals

FORMAT

Checklist + Resume Planning Worksheet

HOW TO USE THIS CHECKLIST

Review each section before sending your resume for a job. Keep the information clear, relevant and truthful, and update the resume according to the role you are applying for.

Build Skills. Create Opportunities. Go Global.

Check Your Basic Information

Make sure your contact details and professional introduction are easy to find and understand.

Contact Information

- Full name is clearly visible at the top.
- Professional phone number is correct.
- Professional email address is correct.
- Current city and location are included where relevant.
- LinkedIn profile is included if available.
- Portfolio or GitHub link is included when relevant.
- All links and contact details have been tested.

MY RESUME DETAILS

Target role _____

Professional headline _____

Email _____

Phone _____

Location _____

LinkedIn / Portfolio _____

Professional Summary

- Summary is short and relevant to the target role.
- It focuses on skills, experience and career direction.
- It avoids generic statements with no supporting evidence.
- It reflects the information shown elsewhere in the resume.

My Summary Notes

Show Relevant Experience

Present experience in a way that makes your responsibilities, tools and contributions easy to understand.

Experience Checklist

- Most recent or relevant experience appears first.
- Company names, job titles and dates are accurate.
- Responsibilities are written clearly and briefly.
- Important tools, technologies or skills are mentioned.
- Achievements or measurable outcomes are included where available.
- Older or unrelated information has been shortened when necessary.
- There are no unexplained date errors or contradictions.

Skills Checklist

- Skills match the target job description.
- Technical skills are separated clearly from other skills.
- Only skills that you can explain or demonstrate are listed.
- Important tools and software are included where relevant.
- Skill names are written consistently.

My Top Skills

SKILL	LEVEL / EXPERIENCE	EVIDENCE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Strengthen Your Resume Evidence

Use education, projects, certifications and practical work to support the skills you claim.

Education Checklist

- Highest or most relevant qualification is clearly listed.
- Institution name is correct.
- Course / degree name is correct.
- Dates or graduation year are accurate.
- Relevant coursework or achievements are included only when useful.

Project Checklist

- Projects are relevant to the target role.
- Each project has a clear title and short description.
- Technologies or tools used are mentioned.
- Your contribution or role is clear.
- Results, features or outcomes are described where possible.
- Project links work correctly.

Project Evidence

PROJECT	SKILLS / TOOLS	RESULT / LINK
Project 1	_____	_____
Project 2	_____	_____
Project 3	_____	_____

Certifications / Training

- Certification name is accurate.
- Issuing organization is included.
- Relevant certifications are prioritized.
- Certificate links are included where appropriate.

Certifications to Add

1. _____
2. _____
3. _____

Make Your Resume Professional

A strong resume should be easy to scan, consistent in formatting and free from avoidable errors.

Formatting Checklist

- Font style and sizes are consistent.
- Headings follow one clear hierarchy.
- Spacing is consistent throughout the document.
- Dates use a consistent format.
- Bullet points use consistent punctuation and style.
- Important information is easy to find.
- The resume is not unnecessarily crowded.
- The final PDF looks clean on both desktop and mobile.

Quality & Accuracy Checklist

- Spelling and grammar have been checked.
- Phone number and email are correct.
- Company names and job titles are correct.
- Employment and education dates are accurate.
- No placeholder text remains.
- No irrelevant personal information is included.
- All links have been tested.
- The PDF filename is professional.

FINAL REVIEW

Read the resume once as if you were a recruiter. Within a few seconds, it should be clear what role you want, what skills you have and what evidence supports those skills.

My final changes

1. _____
2. _____
3. _____

Tailor Your Resume Before Applying

Use the job description to make your resume relevant to the role without adding skills or experience you do not have.

Job Description Match

AREA	MATCH?	ACTION
Target role / title	☐ Yes ☐ No	_____
Required skills	☐ Yes ☐ No	_____
Relevant experience	☐ Yes ☐ No	_____
Projects	☐ Yes ☐ No	_____
Education	☐ Yes ☐ No	_____
Keywords / tools	☐ Yes ☐ No	_____

Before You Submit

- ☐ Resume is tailored to the specific role.
- ☐ Relevant experience and projects are easy to see.
- ☐ The document has been proofread one final time.
- ☐ The final file is saved as PDF.
- ☐ The filename is professional and easy to identify.
- ☐ The same information is consistent across LinkedIn, portfolio and resume.

FINAL REMINDER

Keep your resume truthful, relevant and easy to understand. Update it as your skills, projects and experience grow.

BUILD SKILLS. CREATE OPPORTUNITIES. GO GLOBAL.