RESUME REVIEW
"gold standard" checklist

Jobversity
by UpwardlyGlobal

Review your resume to ensure that it includes the following criteria:

PROFESSIONAL SUMMARY

☐ Professional title

☐ Years of experience

☐ Areas of expertise

Remove photos and personal information such as age, religion, and marital/family status

KEY SKILLS

☐ Technical & Industry-specific skills

☐ Certifications

☐ Computer skills

☐ Languages

Focus on most relevant skills
Remove soft skills (general descriptors)

PROFESSIONAL EXPERIENCE

☐ One-line description of company

☐ Action verbs in the simple past tense

☐ Examples of actions and results

☐ Quantifiable outcomes

Include experience from the last 10-15 years

Below your contact information, include:
☐ **"Fully Work Authorized. No Visa Sponsorship Required"**
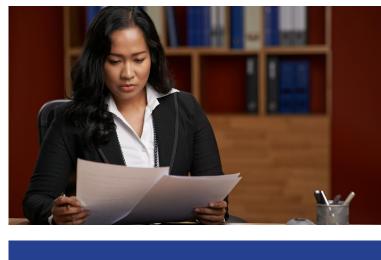
Save as Doc or PDF with title:
☐ **"FistName_LastName_ Resume_Date"**

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Review your resume to ensure that it includes the following criteria:

ADDITIONAL EXPERIENCE

- [ ] Survival jobs
- [ ] Volunteer work

Use for experience unrelated to your career
Limit to 1-2 bullet points

EDUCATION

- [ ] One-line description of university
- [ ] Credential evaluation (if available)

Year of graduation is optional
May include honors, thesis, capstone, or post-doctorate programs
Consider separate section for publications

PROFESSIONAL DEVELOPMENT

- [ ] Certifications
- [ ] Courses
- [ ] Professional associations
- [ ] Conferences

Include relevant items from the last 5 years

FORMAT

- [ ] Consistent font size and type
- [ ] Consistent formatting and spacing
- [ ] Dates right-justified and aligned
- [ ] No tables or text boxes
- [ ] No punctuation at the end of bullet points
- [ ] Spell check with U.S. English