Resume Review Checklist

Run through this before every application. Recruiters skim first: make the top third and your bullets do the work, then check every detail.

Huru

TARGET ROLE AND COMPANY

DATE REVIEWED

1. Target

- [ ] I have the job posting open and have highlighted its top 5 requirements
- [ ] My resume clearly shows evidence for each of them
- [ ] Anything irrelevant to this role is cut or shortened

2. The top third

- [ ] Name, phone, professional email, city and LinkedIn are correct
- [ ] A 2–3 line summary names the target role and my strongest proof
- [ ] My most relevant role or achievement is visible without scrolling

3. Experience bullets

- [ ] Each bullet starts with a strong verb
- [ ] Most bullets show a result, ideally with a number
- [ ] Each role leads with its most relevant achievement
- [ ] Bullets are 1–2 lines; no "responsible for" duty lists

Formula: verb + what I did + result (number)

4. Skills and keywords

- [ ] The posting's key skills and tools appear in my own words, in context
- [ ] Acronyms are spelled out once, e.g. "search engine optimization (SEO)"
- [ ] No keyword stuffing or hidden text
- [ ] Certifications and licenses use their exact names

5. Formatting

- [ ] Standard headings: Summary, Experience, Education, Skills
- [ ] One main column; no key text in tables, images, headers or footers
- [ ] Consistent dates, fonts and spacing; enough white space
- [ ] Length fits my experience (usually 1 page early career, up to 2 later)

6. Final checks

- [ ] Spelling and grammar checked, then read aloud once
- [ ] Dates, titles and employers match LinkedIn and my application
- [ ] Saved as the file type the posting asks for, with a clear file name
- [ ] Every claim is true and I can tell the story behind it

My three strongest results for this job (one line each)