

Resume Review Checklist

A structured final review to help you identify weak points, strengthen your resume, and prepare it for a specific application.

How to Use This Resource

Review your resume from beginning to end. Check an item only when the statement is true, leave anything that needs work unchecked, and capture changes in the notes fields. After revising, complete the final review again before submitting.

Keep it accurate

Strengthen specificity only where the facts support it. Do not invent metrics, scope, outcomes, credentials, or keywords that do not accurately reflect your experience.

ESTIMATED REVIEW TIME: 20-30 MINUTES

Before You Begin

- ☐ Open the resume version you plan to review.
- ☐ Keep the target job posting nearby if you are applying to a specific role.
- ☐ Plan to review once, make changes, then complete a second final pass.
- ☐ Use actual evidence and accurate context rather than forcing every bullet to include a metric.

Review Setup

Target Role

Company / Organization

Resume Version / File Name

Review Date

What should this resume make easiest to understand about you?

Examples: leadership, technical depth, client impact, growth, operations, problem solving, or another priority.

Make the Resume Easy to Navigate and Scan

Confirm that the document opens with accurate information, then make sure the structure guides a reader quickly to what matters.

Contact Information and Header

Check each item that is already correct in your current resume.

- | | |
|---|---|
| ☐ Your name is immediately visible and presented consistently with your professional profiles. | ☐ Relevant LinkedIn, portfolio, or professional links are included only when useful. |
| ☐ Phone number and email address are current and correct. | ☐ Every hyperlink opens the intended destination. |
| ☐ Your email address is professional and appropriate for a job search. | ☐ No outdated contact information or obsolete profile links remain. |
| ☐ Location is presented appropriately without unnecessary personal information. | ☐ The header is compact enough that it does not crowd more valuable resume content. |
-

Core Organization and Scanability

A strong structure should help a reader understand the document before reading every line.

- | | |
|---|--|
| ☐ Section headings are distinct and consistently formatted. | ☐ Dates, locations, titles, and organization names follow a consistent structure. |
| ☐ The most relevant experience and qualifications receive appropriate visual priority. | ☐ Education, certifications, projects, and skills are placed according to relevance. |
| ☐ Experience appears in a logical order and is easy to follow. | ☐ Important qualifications are not buried inside dense text or low-priority sections. |

Notes / Changes to Make

Capture specific edits you need to make before moving on.

Strengthen What the Resume Says

Look for content that demonstrates contribution, context, and relevance rather than simply repeating job duties.

Experience Content

- ☐ Bullets describe contributions or outcomes rather than only listing routine duties.
- ☐ Opening verbs are specific, accurate, and varied across the document.
- ☐ Bullets make clear what you personally did, owned, improved, supported, or delivered.
- ☐ Relevant scope is included when it adds useful context - such as volume, team size, frequency, customers, locations, or complexity.
- ☐ Repeated ideas have been removed, combined, or rewritten so each bullet adds something new.
- ☐ Internal jargon and unexplained acronyms are translated when an outside reader may not understand them.
- ☐ Older or less relevant experience does not overpower stronger, more recent evidence.
- ☐ Bullets are concise enough to scan without stripping away the details that make the work meaningful.

Achievement Evidence Test

Stronger bullets usually answer at least two of these questions:

- 1 What did you do?
- 2 What problem, goal, or responsibility did it address?
- 3 What changed because of your work?
- 4 What scale, scope, frequency, audience, or complexity adds useful context?

Before -> After

The goal is clearer scope and impact, not forced numbers.

BEFORE Managed weekly inventory reports.

AFTER Consolidated weekly inventory reporting across three locations, giving operations a consistent view of stock levels and replenishment needs.

Final Content Check

- ☐ Any numbers, dates, titles, scope, and outcomes are accurate and defensible.
- ☐ Skills or strengths claimed elsewhere in the resume are supported by actual experience.
- ☐ The strongest bullets help a reader understand why the work mattered.

Content Revisions to Make

Make the Resume Easy to Read

Check visual consistency and hierarchy so the document supports fast scanning without distracting from the content.

Visual Readability

- | | |
|--|---|
| ☐ Font size is readable at normal viewing or print size. | ☐ Bullets, indents, and text blocks align consistently. |
| ☐ Font families, weights, and emphasis are used consistently. | ☐ Dense paragraphs have been avoided where bullets or shorter lines would scan better. |
| ☐ Margins and spacing feel balanced rather than cramped or excessively loose. | ☐ Page breaks do not split information awkwardly or leave isolated lines. |
| ☐ Sections have enough separation to make the page easy to navigate. | ☐ Nothing has been squeezed only to force the resume onto a specific page count. |

Consistency Check

- ☐ Date formatting is consistent throughout.
- ☐ Present and past tense are used appropriately.
- ☐ Capitalization and punctuation follow a consistent pattern.
- ☐ Job titles, company names, locations, and section labels follow the same structure.

10-Second Scan Test

Look away, then scan the resume for about 10 seconds. What three things stand out first?

1

2

3

Are these the things you want a hiring reader to notice first?

☐ Yes☐ No - revise priority

Align, Verify, and Submit

Use this page for the opportunity-specific pass. Repeat the alignment section whenever you adapt the resume for a new application.

Target Role Alignment

- | | |
|---|--|
| ☐ The resume emphasizes experience that is most relevant to this specific role. | ☐ Skills named in the resume are supported by evidence, experience, education, or credentials. |
| ☐ Important qualifications you genuinely possess are easy to locate. | ☐ Generic or unrelated content has not displaced stronger role-relevant evidence. |
| ☐ Terminology from the posting is reflected naturally where it accurately matches your experience. | ☐ Keywords improve alignment without making the resume sound repetitive, unnatural, or copied from the posting. |

Important job-posting terms / requirements to verify

Final Quality Check

- ☐ Spelling, grammar, capitalization, and punctuation have been reviewed.
- ☐ Numbers, dates, titles, credentials, and employment details have been verified for accuracy.
- ☐ All included links work and no placeholder text remains.
- ☐ The final PDF opens correctly and matches the intended layout.
- ☐ The file name is professional, identifiable, and appropriate for the application.
- ☐ The correct resume version is attached or uploaded.
- ☐ No confidential, misleading, or inappropriate information has been included.

Before You Submit

- ☐ I completed the first review.
- ☐ I made the necessary revisions.
- ☐ I reviewed the finished resume again.
- ☐ I checked alignment against this specific opportunity.
- ☐ Every statement accurately represents my experience.

Final file name

Final note