Resume Template Checklist

Essential Format & Structure

- ◯ Use a clean, professional template with consistent formatting
- ◯ Maintain single-spaced, aligned layout throughout
- ◯ Include contact information (email, phone, LinkedIn) at the top
- ◯ Use reverse chronological order for work experience
- ◯ Keep resume to 1-2 pages maximum (1 page for <5 years experience)
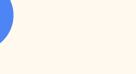
Essential Format & Structure

- ◯ Open each bullet point with action verbs (Managed, Developed, Led)
- ◯ Quantify achievements with numbers and percentages
- ◯ Focus on accomplishments, not just job duties
- ◯ Tailor content to match specific job requirements
- ◯ Remove personal pronouns (I, me, my)

ATS Optimization

- ◯ Include at least 85% of keywords from the job description
- ◯ Use standard section headers (Experience, Education, Skills)
- ◯ Avoid graphics, tables, and complex formatting that confuse ATS
- ◯ Save as both .pdf and .docx formats for compatibility
- ◯ Test with ATS simulation before submitting

Professional Experience

- ◯ List most recent position first with company name, location, dates
- ◯ Include 3-5 bullet points per role focusing on key achievements
- ◯ Show career progression and increasing responsibility
- ◯ Use consistent date formatting (Month Year - Month Year)
- ◯ Explain employment gaps if longer than 6 months

jomud

Resume Template Checklist

Skills & Certifications

- ◯ List relevant technical skills mentioned in job posting
- ◯ Include both hard and soft skills appropriately
- ◯ Add relevant certifications with expiration dates
- ◯ Group similar skills together for readability
- ◯ Only include skills you can confidently discuss in interviews

Final Review

- ◯ Proofread for grammar, spelling, and typos multiple times
- ◯ Check that all contact information is current
- ◯ Verify all company names and job titles are accurate
- ◯ Ensure consistent font and formatting throughout
- ◯ Have someone else review for clarity and errors

🎯 Important Notes:

1. Visit jomud.io for AI to check your basic resume score & grammar and also see if you pass the ATS simulation **_for free!_**
2. Remember to save your resume with a professional filename: **FirstName_LastName_Resume.pdf**
3. **Keep a master resume** with all your experience, then create targeted versions for each application (p.s. you can keep a master resume on jomud.io too!)

jomud