



Resume Checklist



Contact Information

Ensure your name and contact information is accurate. Avoid including personal information like marital status or age. Remove graduation years from any schools attended. Include an updated LinkedIn link.



Resume Summary and Objective

Include a brief (2-3 sentence) summary that highlights your skills and what you bring to the role.



Skills Section

List 6-10 relevant skills for the job you're applying for. Include both technical and soft skills.



Work Experience

Start with your most recent job. Focus on your most recent job or the one most relevant to the one you are applying to. Show your results, use action verbs, quantify your achievements.



Education

List any degrees, certifications, and relevant trainings. You may also list certs/trainings in your Resume Summary or Objective section.



Additional Information

Include awards or volunteer work. You may also want to include membership in a professional organization, foreign languages spoken, and professional references.

CONTACT US



725-222-0035



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