RESUME CHECKLIST

- Easy to find contact details such as phone and email address.

- Have correct & relevant contact info.

- Include a headline that explains who you are and what you have to offer.

- Avoid information such as religion, marital status, ethnicity, age and gender.

- Highlight your relevant skills.

- Use of bullet points to organize work experience.

- Include name of the company, dates worked, position and achievements on the job.

- Include numbers in your work accomplishments.

- Add relevant keywords from job descriptions.

- Have the most recent work experience listed at the top.

- Use lesser bullet points for older jobs.

- Relevant education and training courses are included.

- Include projects and extra-curricular experiences that are relevant to your role.

- Use fonts such as Times New Roman, Calibri or Helvetica.

- Do not use more than two fonts on a resume.

- Font size is a simple 11pt or 12pt.

- Resume is no more than 2 pages.

- Consistent formatting with clearly organized sections using headers.

- Leave white space and make use of a consistent margin.

- Look for spelling mistakes and grammatical errors.

- Get someone else to proofread it.

- Include volunteering and personal interests for added personality.

- Save your resume as a word document and a PDF file.

- Do not lie about anything on your resume.

the side hustler