

Resume Checklist: 25 Things to Fix Before You Apply

Run the format, ATS, and proofing checks once on your base CV; rerun the content and tailoring checks for every application.

CONTENT

- ☐ 1. The summary names the role type and strongest relevant evidence.
- ☐ 2. The first page shows the most important experience for this job.
- ☐ 3. Every recent role has clear scope, not just duties.
- ☐ 4. Bullet points include outcomes, scale, tools, or context where useful.
- ☐ 5. Skills are backed by experience elsewhere in the CV.
- ☐ 6. Old or unrelated detail has been shortened.
- ☐ 7. No claim would be hard to explain in an interview.

TAILORING

- ☐ 8. The CV reflects the job description without copying it blindly.
- ☐ 9. Must-have qualifications or registrations are easy to find.
- ☐ 10. Relevant tools, systems, and methods use the employer's wording when accurate.
- ☐ 11. The top bullets match the role's main priorities.
- ☐ 12. Generic phrases have been replaced with specific examples.

FORMAT AND ATS READABILITY

- ☐ 13. Contact details are plain text.
- ☐ 14. Headings are simple and recognizable.
- ☐ 15. The layout has a clear reading order.
- ☐ 16. No important information appears only in images or icons.
- ☐ 17. Dates, employers, and job titles are easy to match.
- ☐ 18. The file type follows the employer's instructions.
- ☐ 19. Links work and point to updated profiles or portfolios.

PROOFING

- ☐ 20. Spelling, grammar, and punctuation have been checked.
- ☐ 21. Tense is consistent for current and past roles.
- ☐ 22. Formatting is consistent across dates, bullets, and headings.
- ☐ 23. There are no duplicate bullets saying the same thing.
- ☐ 24. The final filename is professional and specific.
- ☐ 25. You saved the exact version you sent.