

10 Keys to a Killer Resume

Use this CHECKLIST to make sure your resume is going to grab their attention in 5-7 seconds.



CHECKLIST – Killer Resume

- Lots of white space; clean & easy to read.** Avoid run-on sentences and long paragraphs. Use bullet points. You've got 5-7 seconds to grab their attention.
- Full name (first + last), BIG FONT, at the top. Use your common name** (the one everyone knows you by at work and around town).
- Killer headline** (like on LinkedIn, just below your name). *What do you do? What job do you want? Be clear + concise. (i.e. Healthcare Marketing Pro, Facilities Manager)*
- Full contact details** (but not your personal address). Phone, email, LinkedIn address and personal website / online portfolio if you have one.
- Optional: **Tagline or a killer quote** from a former boss (*i.e. 545% ROI 11 years in a row, "She does things right the first time." or "Delivering top talent since 1997"*)
- No Objective!** An effective headline will do the job beautifully.
- Very brief **professional summary** which talks about your impact. Use your STAR stories! Even if it's 10 years ago, and relevant, use it!
- Include a **"Key skills" section with 6-8 bullet points.** Pull your most relevant skills up to the top with this list. Consolidate activities which repeat themselves throughout your jobs (*i.e. "P&L management, requirements gathering, cash management"*)
- Key accomplishments** (with measurable results)
- Work history:** Include dates (year only is fine), common industry titles (*'sales' versus 'business development'*) + high-impact statements (*"(reduced department costs by 89%)"*)