

Top 10 Resume Mistakes

This checklist will make sure you avoid the Top 10 Mistakes.



CHECKLIST – Top 10 Resume Mistakes

- ☐ I have checked for **typos and grammatical errors**
- ☐ I have added the **right keywords for the job I'm applying for**
- ☐ **My resume is current & up to date** (clean, easy to read)
- ☐ **My resume is short & sweet and only has relevant information**
- ☐ I have a **headline / target job under my name** (instead of an objective)
- ☐ **My summary matches the job requirements**
- ☐ **My work history includes accomplishments** (not job descriptions / obvious duties)
- ☐ **My achievements are at the top of my resume, and at the top of every job** (not buried far down the list)
- ☐ **My achievements have numbers and/or titles of awards**
- ☐ **My mother would be proud of my resume** (you are being confident + proud, not hiding any of your greatest successes or skills)