

Resume Design Checklist: From Scratch to Standout

1. Planning & Research

- ✓ Identify the job title and industry you're targeting
- ✓ Research relevant job descriptions for required skills & keywords
- ✓ Choose a resume format: Chronological, Functional, or Hybrid
- ✓ List out your work experience, skills, and education

2. Choosing the Right Structure

- ✓ **Header:** Full Name, Phone Number, Email, LinkedIn (if applicable)
- ✓ **Professional Summary:** 2–3 sentences summarizing your key skills & experience
- ✓ **Work Experience:** Job title, company name, dates of employment, bullet points for accomplishments
- ✓ **Education:** Degree, school name, graduation year (if applicable)
- ✓ **Skills:** List relevant hard & soft skills
- ✓ **Additional Sections (if applicable):** Certifications, projects, languages, volunteer work

3. Writing Strong Content

- ✓ Use action verbs (“Managed,” “Developed,” “Optimized”)
- ✓ Quantify achievements (e.g., “Increased website traffic by 30%”)
- ✓ Tailor content to the job description
- ✓ Focus on accomplishments, not just duties
- ✓ Use bullet points for clarity

4. Formatting & Design

- ✓ Choose a professional, clean font (e.g., Arial, Calibri, or Times New Roman)
- ✓ Keep font size between 10–12 pt for body text, 14–16 pt for headers
- ✓ Maintain consistent spacing and margins (1-inch margins recommended)
- ✓ Use bold or italics sparingly for emphasis
- ✓ Ensure the resume is no more than 1-2 pages long

5. Proofreading & Final Touches

- ✓ Check for spelling & grammar errors
- ✓ Ensure all information is up-to-date
- ✓ Save as a PDF unless requested otherwise
- ✓ Test readability on different devices
- ✓ Get feedback from a counselor

Source: <https://christianjobnet.com>