Professional Resume Checklist

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Use this checklist before submitting or attending. Mark each item only after verifying it.

- [ ] Match the resume to the actual role
- [ ] Use truthful job titles dates and accomplishments
- [ ] Explain relevant skills with evidence
- [ ] Check contact details and spelling
- [ ] Use readable headings and consistent dates
- [ ] Remove unnecessary private information
- [ ] Follow the posting file type and page requirements
- [ ] For covered federal applications use the two-page rule and announcement instructions

Final check

Ask a trusted reviewer to identify unclear claims. Keep a copy of the exact submitted file and the announcement. A checklist improves preparation but does not guarantee selection.