



VINTAGE | GREEN Resume Checklist

If you want to secure a role or land an interview, a great resume is your **golden ticket**.

First, make sure you include the obvious information:

- Name
- Address or general location
- LinkedIn Profile link
- Email and phone number

Overall Look of Resume

Keep your resume neat and check the alignment and spacing
Use bullets and bold or italics to highlight title, work history, or company

Keep in Mind

1. Double check all employment dates.
2. Make sure you include appropriate punctuation throughout your resume.
3. Every role you list should follow the C.A.R. Method. Challenge, Action, Result. Employers want to see what you bring to the table, they want to bring in top talent to their team and add to the overall success of a company.
4. Provide the Job Facts Stats – meaning, don't just say, increased sales. Include by what percentage. 50%, 30% etc.
5. In the digital age that we live in, you must have a social media presence (A professional one). LinkedIn is a great way to get noticed and showcase your Subject Matter Expertise.
6. Read your resume out loud. This may seem silly but you would be surprised how many errors are found when reviewing the resume.
7. Spelling, spelling, spelling. Double and triple check your spelling. Spelling is one of the top red flags that can land your resume in the garbage.
8. Make sure your email address is professional. Moneytalks95@email.com may have been cool in college but if you want to be taken seriously, update your resume to first.lastname@email.com
9. It's not a bad idea to have another person do an audit of your resume. Nothing wrong with having another pair of eyes take a look to fix any existing errors.
10. Don't forget to include training courses you have taken and accomplishments.