



## RESUME PREP CHECKLIST

A resume is the story of your education, experiences, skills and more. It provides key insights for hiring managers to assess both your job and cultural fit. Below are examples of the type of information we will look for in your resume.



### **DID YOU USE DESCRIPTORS AND STATISTICS TO SHOW THE POSITIVE AND TANGIBLE IMPACT YOU HAD IN A PREVIOUS ROLE?**

Example: "Created a dynamic sales strategy that boosted quarterly sales activity by 17% and increased division profits by 12.6%"



### **DID YOU OR A PEER DOUBLE CHECK YOUR RESUME FOR SPELLING, PUNCTUATION, AND GRAMMATICAL ERRORS?**

Example: Incorrect "Skilled in adobe illustrator photoshop and in design" vs. Correct "Skilled in Adobe Illustrator, Photoshop, and InDesign"



### **HAVE YOU HIGHLIGHTED BOTH INDIVIDUAL SUCCESSES AND TEAMWORK?**

Example: "My team collaborated and created a new marketing template for our company increasing overall engagement by 11.3%"

### **FINAL REMINDER**

Files are requested to be in PDF form to maintain the integrity of the document.