

## Resume Preparation Critique Checklist updated on Jan 2025

Resume is a critical document which reach recruiters much before you. Below are few critical checklists of preparing resumes. We always need to focus from a reader point of view.

### **FIRST - Plan your job search objective even before you think of writing your resume**

Fresher or experience, your resume should be planned and constructed around a very clear & concise career objective. Before you even think about writing your resume, you have to be determined about your objective. If you lack your objective, your resume may not be focused on what you actually want to do and will be unfocused to even who read it. This may ultimately be ineffective in getting you to the right interview and the right job.

### **SECOND - Remember resume is not to get you a job but get you an opportunity to be interviewed**

Many of us think if a resume is prepared and sent to an employer, we will get the job. That's just the way we think. A resume is to generate enough interest that an employer will want to interview you. Don't use this document to write history about you and your accomplishments. Use your resume in a constructive way to highlight your most important skills and accomplishments. Ensure they relate to the job position you want to interview for. Always keep the resume short, clear & concise. Once you get to an interview, you can elaborate and explain you skills & accomplishments in detail.

### **THIRD - Resume is a Marketing Tool**

While finding a job for yourself, you are the product and the potential employers are the customers. Your resume is a brochure about you. Make your resume so powerful that potential employers will see you as an attractive job candidate. Ensure you have the skills and exposure mentioned in the resume, that a potential employer is looking for. Use your resume to sell yourself.

### **FOURTH - Use Bullets**

A resume is a document which covers a lot of information. You need to identify the relevant information to be written in the resume. Avoid writing long sentences, paragraphs, stories etc. An interview will not spend more than 30 seconds understanding your profile. Ensure you write short sentences, use bullets where ever needed. Resumes are to be read quickly. Information should be so clear and concise that a potential employer can quickly scan and absorb.