

Functional Resume Checklist

Use a job posting to help target your resume. What are the qualifications, experience, and skills needed? Remember, to be a strong candidate you need to meet 80% of the requirements on the posting!

Contact Information

- I have included my first name, last name, address, city, province, postal code, telephone number or cell phone number. (No parentheses around the area code. Ex - 204 or 431)
- I have included my email address, LinkedIn address and Portfolio link (No hyperlinks)

Profile

- I have described the type of professional I am, the overall qualifications I possess, the years of experience I have, and the type of position I am seeking
- I have included key technical skills that I have that are necessary to complete the job that I am applying for, i.e. Statement covering requirements (i.e. relevant knowledge, expertise)
- I have included relevant soft skills in the context of the job you are applying for
- I have included relevant computer or technology skills in the context of the job I am applying for
- I have included relevant certifications and licenses (First Aid and CPR, Driver's license)
- I have targeted my profile area and ensured it matches the job post requirements, incorporating keywords, and industry language
- I have not included periods at the end of my profile statements
- I have not used first-person pronouns such as "I"

Skill Categories

- I have identified 3 to 4 key skills from the job posting and used them as skill categories
- I have created at least 3 skill statements for each skill category
- My skills statements are in the past tense
- My skills statements start with an action verb describes the task and explains the benefit or result. (ACTION VERB-TASK-BENEFIT OR RESULT)
- I have used industry keywords, quantified my skill statements to highlight my achievements and strengths
- I have included my experience from work, volunteer, education, training etc.

Work History

- I have listed my experience in reverse chronological
- I have Include the position title, company name, start year - end year, city, country (if the experience is from Canada- city, province)
- I have ensured that I have listed several positions with a company, as a standalone position to follow ATS guidelines

Education

- I have included my relevant education including the degree/diploma, /certificate name, name of institution, graduation year, city, country

Volunteer

- I have included relevant volunteer experience including the position title, company name, start year - end year, city, country

References

- I have not included references on the resume. This is a separate document.

Overall Formatting

- I have used standard paper size (8 ½ x 11) white (or off white) high quality paper
- I have ensured that there is an appropriate amount of white space/ consistent spacing to ensure my subheadings aren't crowded
- I have implemented the standard 1-inch margins
- I have a professional email address
- I have proofread my resume to ensure correct spelling, grammar, and punctuation
- I have followed the Applicant Tracking System guidelines

Additional

- My resume is saved using an appropriate file name. Example: Jane Doe Resume

