

RESUME SELF-INSPECTION CHECKLIST



Use this checklist to assess whether your resume is ready to send to employers:

Your resume has a clear focus and contains relevant information toward the intended target.

 From the summary section through your accomplishments, ensure the employer knows exactly what job you're targeting!

Your resume was not created with a template.

 Resumes should not only be unique to each person, they should not contain overly formatted design elements such as tables and text boxes which cannot be read by all Applicant Tracking Systems.

Your resume is organized, easy to read and has a balance of information and white space.

 Use bold headings, small pops of color and borders to lead the eye through your resume. Don't overwhelm the reader by keeping all your margins at least .6 or larger.

Your resume is free of over-used, generic terms such as 'results-oriented', 'driven' and 'seasoned'.

 Use stories of your success and examples of accomplishments to prove the value you can bring an organization.

Your resume uses results-focused language and avoids job description terms.

 Avoid words like "responsible for" or "duties included" and instead start each bullet point on your resume with action words that demonstrate how you did things such as: saved money, saved time, solved problems, achieved goals, built relationships, increased productivity, boosted efficiency or improved teamwork or morale.

Your resume shows your unique value using measurable accomplishments.

 Use numbers, whenever possible, to quantify the value you brought to your position or team and help the reader understand the scope of your responsibilities in the military. Showcase things such as: how much, how many, how big, percentages, dollar amounts, hours or costs saved.



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Use this checklist to assess whether your resume is ready to send to employers:

Your resume is free of military terminology and confusing acronyms.



Most employers do not understand military terminology. No matter how relevant your experience or how important your accomplishments, if people can't understand the information in your resume, they will dismiss your experience as irrelevant. It is your job to translate your terms and experience into easily-understood language.

Your job titles are translated and relevant to your career focus.



Read through every line of your resume and ask yourself the "so what" question...so what value does this demonstrate for my employer. If it doesn't support your story of what makes you a cost-effective employee, it doesn't belong on your resume.

Your work experience timeline is as streamlined as possible.



Your work experience should be easy for someone who doesn't know the military to understand and follow. However military careers are not always linear. Group together similar jobs, regardless of location, and consider revising your timeline to showcase a linear career progression.

Your resume is error-free, there are no typos, no missed details and no inconsistencies in formatting.



Check for spelling errors, inconsistent bullets, font, font size and spacing. Your resume is a paper representation of how you do your job, you don't want to come across as sloppy.

Your resume is not too long.



For private sector resumes, you get no more than 2 pages, unless you are targeting C-level leadership, attorney, professor or doctor roles.



VETERAN RESUME CHECKLIST

So, how did you score?

My name is Lori Norris. I have been helping veterans successfully market themselves during their military transition since 2005. I know that there are many big steps that you must take as you prepare to transition out of the military. Few are as daunting as the "dreaded" resume!

I taught thousands of veterans in the Transition Assistance Program for more than 11 years. I know how little time is spent educating veterans about how to prepare a resume, because I used to lead the class. I also know that there are many free resume services out there that will write you a generic, unfocused resume that contains military terminology and won't work well with the Applicant Tracking Systems.

It is my mission to improve the education that veterans receive focused on writing their own resume. I am looking to transfer my 14+ years of experience writing military transition resumes and teaching veterans in transition how to write their own resume into an informational training program.

If you are interested in learning more about this program, please join the wait list at www.nextforvets.com to be the first to know when I release this program in the coming weeks.

I look forward to teaching you to effectively market yourself as you navigate this new civilian job search!

Lori Norris

