

A top-down view of a desk with a laptop, coffee, flowers, and notebooks. The scene is brightly lit, creating a clean and organized workspace. A person's hands are visible typing on a silver laptop. A black coffee cup with a white lid sits to the left. A bouquet of pink roses is in the upper right. A notebook with a marble pattern cover is in the middle right. A lit candle is in the center. A white takeout container with a QR code is in the lower right. A spiral notebook and a pen are in the bottom right. A glass of water is in the bottom center.

ultimate

REMOTE RESUME CHECKLIST

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BE CONSISTENT. WITH YOUR DATES, FONTS, COLORS, SPACING, BULLETS AND ALIGNMENT.

READABLE FONTS. MAKE SURE THAT YOU ARE USING FONTS THAT ARE EASY TO READ AND UNDERSTAND.

ONE PAGE RESUME. A GOOD RULE OF THUMB IS TO KEEP IT IN ONE PAGE IF YOU HAVE UNDER 10 YEARS OF RELEVANT EXPERIENCE.

REMOVE UNNECESSARY ITEMS. FOR EXAMPLE: REFERENCES, PHOTO AND PERSONAL INFORMATION.

USE ACTION VERBS TO DESCRIBE YOUR WORK EXPERIENCE. EX: DEVELOPED, MANAGED, EXPANDED, DOUBLED, ETC.)

USE REVERSE CHRONOLOGICAL ORDER FOR YOUR JOBS. YOUR CURRENT EXPERIENCE MUST BE FIRST.

HIGHLIGHT YOUR RESULTS NOT YOUR DUTIES. MAKE SURE THAT YOU ARE FOCUSING ON YOUR ACHIEVEMENTS AND THE IMPACT YOU HAD.

USE KEYWORDS. MANY RECRUITERS SCAN EACH RESUME FOR KEYWORDS THAT ARE RELATED TO THE JOB. SO USE APPROPRIATE KEYWORDS TAILORED TO EACH COMPANY AND POSITION.

