

Resume Checklist



Each job description in your resume should address:

1. What were your core tasks and responsibilities?
2. Who did these tasks support or help?
3. What were the results of your work? (include KPIs and ROI metrics)
4. What tools, technologies, or methodologies were used?

Don't forget to include additional qualifications, such as:

- () Technical training and coursework towards certifications
- () Conferences attended
- () Steering committees, focus groups, associations
- () Awards or personal achievements
- () Publications you contributed to or co-authored
- () Passion projects
- () Volunteer experience



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