



RESUME LENGTH CHECKLIST

Header

- Contact information is neatly kept on a single line.
- Excludes personal details and irrelevant information
- No headshot is included unless it's required for your job.

Summary

- The summary is limited to one paragraph
- Summary shouldn't longer than 6 lines

Experience

- Only the most relevant Jobs from the last 10-15 year
- Exclude Job Description
- Highlight Achievements in 3-6 bullet points for each position

Education

- Include only the most relevant qualifications
- Dont Include High School experience if graduated from college

Skills

- Only 10-15 relevant skills
- outdated skills and technical knowledge should be omitted

Others

- Add Award , membership, etc only if they support your job application
- References are omitted
- Hobbies and interests are omitted

FORMATTING & DESIGN

- Add margins between 0.5" and 1" on all sides
- Line spacing shouldn't bigger than 10 pts.
- Font sizes are set to between 10 and 12 pts. Headings can be 12-14 pts
- Links, like LinkedIn profile URLs, should be shortened

Content & Language

- Sentences Should no longer than 20 words
- Personal pronouns are omitted
- Do not use adverb, buzzword, and filler words
- Use active voice