

Checklist

How to tailor your resume.

Use this interactive checklist to keep track of each resume you update. When a recruiter calls for an interview, check this log to know exactly which version of your resume they're reviewing.

Application details

Company name _____

Job title _____

Date applied _____

Posting URL _____

Resume file name _____

1. Review the posting (3 min)

- ☐ Copy the first third of the posting and the "Minimum Qualifications" section
- ☐ List the technical skills named _____
- ☐ List the software and tools named _____
- ☐ List certifications required _____
- ☐ Note the exact job title as posted _____
- ☐ Circle any phrase that appears more than twice

2. Rewrite the summary (2 min)

- ☐ Verify the summary includes the posted job title
- ☐ Verify the summary names two or three of the competencies listed above
- ☐ Verify the summary is still 30–50 words

3. Rewrite your top three bullets (3 min)

Complete the tasks below for each bullet:

- ☐ Bullet 1 _____
- ☐ Bullet 2 _____
- ☐ Bullet 3 _____
- Confirm you've used the posting's vocabulary and not your internal wording
- Confirm the bullet still describes something you actually did

4. Reorder (1 min)

- ☐ Move most relevant projects to the top of their section
- ☐ Move skills matching the posting to the front of the list
- ☐ Move secondary responsibilities down

5. Finalize (1 min)

- ☐ Read it out loud — no phrasing that sounds keyword-stuffed
- ☐ Verify you can discuss every skill or experience listed in an interview
- ☐ Confirm single column, standard headings, and no text boxes
- ☐ Export as a text-based PDF
- ☐ Save with a file name that you can identify
- ☐ Log the file name in the application details section above

Fill out this checklist on screen with [Adobe Acrobat](#) — no printing required.