



RESUME SUCCESS LEARNING CHECKLIST

Learn why each resume element matters while you review your work

Estimated time: 30-45 minutes | Version 2.0 | PFS Career Success Academy

How to use this checklist

- Read the reason below each item before checking the box.
- Compare your resume with the examples and revise it as needed.
- Score each item honestly. Your total score will show what to improve next.
- Complete the Pathway Challenge before submitting your resume to employers.

1. Contact Information

Learning goal: Understand the purpose of each item, make the needed improvement, and score your resume honestly.

☐

My full name is prominent at the top.

Why this matters: Employers should be able to identify you immediately. Your name should be larger than the rest of the text.

Example: JORDAN WILLIAMS appears in a larger font above the contact details.

Career Coach Tip: Use the professional name you want employers to call you.

Score: ____ / 3

☐

My phone number is correct and easy to read.

Why this matters: A single incorrect digit can prevent an employer from reaching you.

Example: (850) 555-0142

Career Coach Tip: Call your own number from another phone to confirm it works.

Score: ____ / 3

☐

My voicemail greeting sounds professional.

Why this matters: Employers may call before emailing. A clear greeting supports a positive first impression.

Example: Hello, you have reached Jordan Williams. Please leave your name, number, and a brief message.

Career Coach Tip: Avoid music, jokes, or a full voicemail inbox.

Score: ____ / 3

☐

My email address is professional.

Why this matters: Your email is part of your professional identity.

Example: jordan.williams@email.com

Career Coach Tip: Create a separate job-search email if your current address is informal.

Score: ____ / 3



I listed my city and state, not a full street address.

Why this matters: City and state give employers useful location information while protecting your privacy.

Example: Tallahassee, FL

Career Coach Tip: Only provide a full address when a trusted employer specifically requests it.

Score: ____ / 3

Section score: ____ / 15

2. Professional Summary

Learning goal: Understand the purpose of each item, make the needed improvement, and score your resume honestly.

☐

My summary identifies my professional direction.

Why this matters: A focused summary quickly tells the employer what type of candidate you are.

Example: Customer service professional with three years of retail and call-center experience.

Career Coach Tip: Avoid saying only that you are looking for a job.

Score: ____ / 3

☐

My summary includes relevant experience or strengths.

Why this matters: Specific qualifications help the employer see your potential value.

Example: Experienced in cash handling, conflict resolution, and high-volume customer support.

Career Coach Tip: Use two to four strong lines rather than a long paragraph.

Score: ____ / 3

☐

My summary is tailored to the position.

Why this matters: Tailoring improves relevance and may help with applicant tracking systems.

Example: For a warehouse role, mention inventory, shipping, receiving, or safety.

Career Coach Tip: Reuse accurate keywords from the job description.

Score: ____ / 3

Section score: ____ / 9

3. Work Experience

Learning goal: Understand the purpose of each item, make the needed improvement, and score your resume honestly.

☐

Each position includes employer, job title, location, and dates.

Why this matters: Consistent details help employers understand your work history.

Example: Warehouse Associate | ABC Distribution | Tallahassee, FL | 2023-2025

Career Coach Tip: Use the same date format throughout.

Score: ____ / 3

☐

My most recent experience appears first.

Why this matters: Reverse chronological order helps employers find your newest experience quickly.

Example: List 2025 before 2022.

Career Coach Tip: Include relevant volunteer or internship experience when helpful.

Score: ____ / 3

☐

Each bullet begins with a strong action verb.

Why this matters: Action verbs make your contributions sound active and specific.

Example: Coordinated, improved, processed, trained, resolved, maintained.

Career Coach Tip: Avoid repeating the same verb in every bullet.

Score: ____ / 3

☐

My bullets show accomplishments, not only duties.

Why this matters: Results demonstrate the value you created.

Example: Processed 120+ transactions per shift while maintaining accurate cash balances.

Career Coach Tip: Ask yourself: What improved because I did this work?

Score: ____ / 3

☐

I included numbers where they are truthful and useful.

Why this matters: Numbers make accomplishments more credible and memorable.

Example: Reduced order errors by 15% or trained 6 new employees.

Career Coach Tip: Never invent numbers. Reasonable estimates should be explainable.

Score: ____ / 3



My verb tense is consistent.

Why this matters: Correct tense makes the resume easier to read.

Example: Use present tense for a current job and past tense for previous jobs.

Career Coach Tip: Read every bullet aloud to catch tense changes.

Score: ____ / 3

Section score: ____ / 18

4. Skills, Education, and Credentials

Learning goal: Understand the purpose of each item, make the needed improvement, and score your resume honestly.



My skills are relevant to the target job.

Why this matters: A targeted skills section helps employers quickly compare your abilities with their needs.

Example: Microsoft Excel, inventory systems, bilingual customer service.

Career Coach Tip: Remove skills that do not support the position.

Score: ____ / 3



I separated technical and interpersonal skills when useful.

Why this matters: Clear organization makes the skills section easier to scan.

Example: Technical: Salesforce, Excel. Professional: communication, teamwork.

Career Coach Tip: Show soft skills through accomplishments whenever possible.

Score: ____ / 3



My education information is accurate and clear.

Why this matters: Employers may verify degrees, diplomas, or training.

Example: Associate of Science in Business Administration, Tallahassee State College.

Career Coach Tip: Do not list a degree as completed if it is still in progress.

Score: ____ / 3



My certifications include the correct name and status.

Why this matters: Current credentials can strengthen eligibility for specialized roles.

Example: OSHA 10-Hour, active; CPR/AED, expires May 2027.

Career Coach Tip: Include expiration dates when relevant.

Score: ____ / 3

Section score: ____ / 12

5. Formatting and Readability

Learning goal: Understand the purpose of each item, make the needed improvement, and score your resume honestly.

☐

My resume uses a clean, easy-to-read font.

Why this matters: Readable typography helps employers scan the document quickly.

Example: Aptos, Arial, Calibri, Georgia, or another professional font.

Career Coach Tip: Body text is usually most readable around 10-12 points.

Score: ____ / 3

☐

My headings and spacing are consistent.

Why this matters: Consistency creates a polished and organized appearance.

Example: Every section heading uses the same font, size, and spacing.

Career Coach Tip: Use bold and spacing to organize instead of excessive graphics.

Score: ____ / 3

☐

My resume length fits my experience.

Why this matters: Most early-career resumes can be one page, while experienced candidates may need two.

Example: One focused page is better than one crowded page.

Career Coach Tip: Do not remove important relevant experience just to force one page.

Score: ____ / 3

☐

My file is ATS-friendly.

Why this matters: Complex tables, text boxes, and graphics may not be read correctly by some systems.

Example: Use standard headings such as Experience, Education, and Skills.

Career Coach Tip: Keep a simple version available for online applications.

Score: ____ / 3



I used color carefully.

Why this matters: Limited color can add polish without distracting from the content.

Example: Navy headings with black body text.

Career Coach Tip: Avoid low-contrast text or multiple bright colors.

Score: ____ / 3

Section score: ____ / 15

6. Accuracy and Professionalism

Learning goal: Understand the purpose of each item, make the needed improvement, and score your resume honestly.

☐

I checked spelling, grammar, and punctuation.

Why this matters: Errors can distract from your qualifications and suggest weak attention to detail.

Example: Use consistent periods at the end of bullets or use none.

Career Coach Tip: Ask another person to proofread after you do.

Score: ____ / 3

☐

All dates and facts are accurate.

Why this matters: Employers may verify your work history and credentials.

Example: Confirm job titles, employment dates, and certification names.

Career Coach Tip: Be honest about gaps and prepare to explain them professionally.

Score: ____ / 3

☐

I removed unnecessary personal information.

Why this matters: Age, Social Security number, marital status, and photographs are usually unnecessary for U.S. resumes.

Example: Include qualifications, not protected personal details.

Career Coach Tip: Different countries may have different resume customs.

Score: ____ / 3

☐

My resume contains no employment guarantee claims.

Why this matters: A resume should present qualifications without overstating outcomes or certainty.

Example: Use achieved, supported, or contributed when accurate.

Career Coach Tip: Avoid claims you cannot explain or document.

Score: ____ / 3

Section score: ____ / 12

7. Final Submission

Learning goal: Understand the purpose of each item, make the needed improvement, and score your resume honestly.

☐

I tailored this version to the specific job.

Why this matters: A customized resume usually communicates fit better than a generic version.

Example: Move the most relevant skills and experience closer to the top.

Career Coach Tip: Save a master resume, then create targeted copies.

Score: ____ / 3

☐

I used a clear file name.

Why this matters: A professional file name helps recruiters identify your document.

Example: Jordan-Williams-Resume.pdf

Career Coach Tip: Avoid names such as resume-final-final2.pdf.

Score: ____ / 3

☐

I saved or submitted the requested file type.

Why this matters: Following instructions shows attention to detail.

Example: Use PDF unless the employer requests Word or another format.

Career Coach Tip: Open the final file before submitting to verify the layout.

Score: ____ / 3

☐

I reviewed the job posting one final time.

Why this matters: This helps confirm that your resume highlights the required qualifications.

Example: Check duties, skills, schedule, location, and application instructions.

Career Coach Tip: Do not add keywords for skills you do not actually have.

Score: ____ / 3

Section score: ____ / 12

Resume Readiness Scorecard

Add your section scores. The score is a learning guide, not a guarantee of interviews or employment.

Section	Your Score	Possible
1. Contact Information	_____	15
2. Professional Summary	_____	9
3. Work Experience	_____	18
4. Skills, Education, and Credentials	_____	12
5. Formatting and Readability	_____	15
6. Accuracy and Professionalism	_____	12
7. Final Submission	_____	12
TOTAL	_____	93

90-100% - Application Ready

Your resume is strong. Complete one final proofread and tailor it to the job.

75-89% - Strong Foundation

Revise the lower-scoring sections before applying.

60-74% - Developing

Work through the resume workbook and strengthen examples, formatting, and targeting.

Below 60% - Rebuild Recommended

Use the Professional Resume Success Workbook or request support from a Career Success Coach.

Pathway Challenge

Complete one real-world action within seven days:

- ☐ Tailor your resume to one actual job posting.
- ☐ Ask a trusted person to proofread it.
- ☐ Submit the revised resume to at least one qualified opportunity.

☐ Record what you learned and what you will improve next.

Job title/company: _____

Date completed: _____

What I learned: _____

My next step: _____

What's Next?

Continue your PFS learning path:

1. Professional Resume Success Workbook
2. Interview Preparation Guide
3. Job Search Strategy and Application Tracker
4. Workplace Success and Professional Communication