Check list to create a Job Winning Resume

Hi,

Kindly assist me in verifying my resume. Please consider the questions and let me know if I would need to improve my resume in any of the sections. Your feedback is highly valuable to me.

Your Name: (Fill your Name)

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Job & skills You are applying for: ( Copy the Job description or Skills that you are applying)

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| **Categories for rating** | **Yes** | **Mostly** | **No** | **Suggestions for improvement** |
| Does my resume have an immediate, positive visual impact? |  |  |  |  |
| Is my Resume of appropriate length? |  |  |  |  |
| Does my Resume have a logical structure to it with appropriate headings? |  |  |  |  |
| Is the language clear, and free of spelling and grammatical errors? |  |  |  |  |
| Are all necessary elements included? |  |  |  |  |
| Does it emphasise what I have to offer for the organisation? |  |  |  |  |
| Does it highlight and provide evidence of my relevant skills? |  |  |  |  |
| Does it stress on my achievements? |  |  |  |  |
| Is it easy to find my contact details? |  |  |  |  |
| Does it provide an insight into my personality? |  |  |  |  |
| Is my resume an effective marketing tool? |  |  |  |  |

Thank you for your valuable time to check my resume.

Sincerely

Your Name