



Resume Essentials Checklist

Crafting Your Career Story

Resume Essentials Checklist:

	Yes	No
Identify – <i>Who you are and how to contact/connect with you</i>		
Name		
Address		
Phone Number		
Email		
LinkedIn Profile		
Classify – <i>What title/position are you applying to</i>		
Personify – <i>Defining Your Brand and What You Do</i>		
Using Your Words versus Buzz Words		
Clear Value Statement		
Focused Messaging		
Highlighting Your Best Work		
Solidify – <i>Your Work Experience</i>		
Where You've Worked		
The Title You Held		
Dates of Hire		
Responsibilities		
Quantify and Qualify – <i>Proof & Validation</i>		
Before and After Results		
#, \$, Time		
Problems Solved		
Value You Bring		
Justify – <i>You Meet the Requirements</i>		
Experience		
Education		
Expertise		
Skills		
Certifications		
Beautify – <i>Attractive & Visually Appealing</i>		
Easy to read		
Visually appealing		
Professional		
Polished		

Resume Essentials Explained: Your Career Story

Imagine your resume as a well-crafted story, one that showcases your unique journey highlights your achievements, and sets the stage for your next exciting chapter. Just as every good story has key elements that make it compelling, so does a resume. Here's a guide to ensure your resume stands out and effectively communicates your value.

Crafting your resume is like telling your professional story. Each section should flow seamlessly, presenting a clear and compelling narrative that leaves the reader wanting to know more about you, which leads to an interview. Use this checklist as your guide, and remember, your resume is more than a document – it's your story and worth telling well.

1. **Identify** - Your contact information is your resume's opening lines. Start with your name, phone number, email address, and LinkedIn profile. This section is your introduction, so ensure it's clear and professional.
2. **Classify** – Clearly state the position title you're applying for to ensure that recruiters review your resume against the job description's qualifications, experience, and education requirements. Classifying will also convey that you're interested in their job and not sending resumes to every open position. Taking the time to customize your resume can make the difference in being seen as a career-focused professional and not just a job seeker.
3. **Personify - Professional Summary:** Consider this your resume's elevator pitch. Summarize your career highlights, skills, and what you bring in a few sentences. In this section, you hook the reader's attention to continue reading when they see you have what they need. Everything you say in this statement sets the tone for the rest of your resume, especially as you provide details and proof through your results.
4. **Solidify - Work Experience:** This section outlines your career story by providing information about where you developed your skills, expertise, and experience. List your previous job roles in reverse chronological order with your most recent job at the top. For each position, include the company name, your job title, dates of employment, and a sentence or two about your role and responsibilities.
5. **Quantify and Qualify – Bullet Points:** This is the essence of your story. For each position you listed above, highlight your success stories that align with the position you're applying to with bullet-pointed results detailing your achievements by quantifying and qualifying your accomplishments, providing a short before and after story of the situation, and indicating what you did to achieve the results. This section includes essential information about what you bring to the organization. Before you list an accomplishment, ask yourself, can I defend my results during an interview?
6. **Justify – Education & Skills:** This section covers your academic background. List your college degrees, the institutions you attended, and your graduation *date, if it is within*

the last year. If the company requires a high school degree, you can add this ONLY if you do not have a college degree.

If you have relevant certifications or courses, include them here as well. Showcase what you have in your toolbox. Highlight your essential skills concerning the job you're applying for, including technical skills, soft skills, languages, and any other abilities that make you a strong candidate.

- 7. Beautify** – This is the extra essential that will invite those you send your resume to so that they see your professionalism and your ability to provide details that are both compelling, interesting, and worth learning more about through an interview.

A beautified resume ensures easy readability. Choose fonts that are reader-friendly, not fancy. Constructing your resume that makes it easy to find what the reader needs to find. Designing your resume with the intent that it is a marketing document – selling you by highlighting what you have to offer and the value you will bring to their organization!

Additional Information:

- **Achievements and Awards:** Shine a light on your accolades. Include any awards, recognitions, or notable accomplishments that can give you an edge over other candidates and are relevant to the position. If it also highlights a “strength” that you've listed in your results or the skills area. Such as tenacity, persistence, and being goal-oriented if you've finished marathons.
- **Volunteer Experience:** Highlight your contributions beyond the workplace. If you've volunteered or worked on community projects, this shows your well-rounded character and commitment to making a difference. Again, look for relevance within the job and how you sell yourself.
- **Professional Affiliations:** Display your industry engagement. Mention any memberships in professional organizations, demonstrating your dedication to staying connected and informed within your field.
- **References:** Prepare to provide “references upon request”; however, this phrase does not need to be on the resume since references are required to move to the next step in the interview process. It is essential that you have a well-vetted list of professional contacts who can vouch for your skills and experience. By being well vetted, you've talked to them recently, shared your resume with them, and asked them to highlight specific examples or strengths, ensuring continuity and consistency in your messaging.

Congratulations!

By dedicating time to review your resume and applying the essentials outlined in this checklist, you've taken a step forward in owning your career.

If you've found the checklist helpful and it revealed or highlighted aspects of your resume that need improvement – excellent.

There are several options for further support with your career or marketing.

Career Marketing Toolkit and Resume Audit – Video series with a step-by-step approach to designing, developing, and delivering a powerful resume. And a review of your revised resume with recommendations to improve the impact.

Resume Coaching – One-to-one personalized coaching to your career goals. During these sessions, we will focus on your career stories, the results you've achieved, and developing a compelling Personal Value Statement.

Career Coaching – Coaching is designed explicitly for whatever stage you are in your career, such as a [Career Starter](#) - [Career Changer](#) - [Career Challenger](#) - or [Career Climber](#), focusing on career freedom and doing work you're uniquely designed to do.

You will find these products and programs on my [Website](#).

I welcome the privilege and opportunity to work together to ensure your career supports you and is a source of fulfillment, purpose, and joy. Explore the power of career coaching to propel you to the next level of success and satisfaction in your IDEAL career. Your journey has begun—let's continue it together. Your IDEAL career is waiting for you!

Your Career Marketing Coach,



Diane Belz

About Diane

Diane is known for bringing out the best in her clients. Her approach of direct feedback wrapped in encouragement and love inspires her clients to achieve higher levels of success and satisfaction by guiding them to discover their strengths, passions, and purpose. And hopefully, keep them out of **Career Prison - forever!**

After leaving her Corporate Executive position, she was on a crusade to coach unemployed professionals back to work. This crusade led to her developing strategies and programs to effectively and authentically celebrate the value her clients and students bring to the workplace.

Career Coaching - Diane has helped hundreds of clients reach their career goals as a coach. Whether that goal was a career transition, a promotion, an increase in pay, or a more satisfying career – she was there to offer just in time, spot-on, direct, and actionable coaching. From her experience as a recruiter, podcaster, and coach, Diane has conducted over 15,000 interviews and loves to ask questions! She has also had the opportunity to view and make decisions from over a million resumes!

Business Teacher - As a Business "Soft Skills" Teacher with over 10,000 hours of instruction, she has provided business leaders and their employees with the tools, tips, and techniques to develop skills to improve results. Diane is known for using stories, giving the WHY, and her sense of humor to make training enjoyable and easy to digest.

Leadership Coach and Trainer - Diane shares her stories and experience as a former executive to teach managers how to treat their most precious resources – their employees with love and compassion. From first-time supervisors up to the executive level, she speaks to them with authority from experience, using her stories of success and failure to inspire them to higher confidence levels.