THE RESUME REALITY CHECK

PAGE 01 / SCORE YOUR RESUME

Open your current resume and a job posting you would apply to. Give yourself 0 if the feature is missing, 1 if it needs work, and 2 if it is clearly demonstrated.

01 THE 10-SECOND SCAN

Can a reader quickly find your most recent role, employer, work dates, and key contributions? **0 1 2**

Look for simple headings, consistent spacing, and minimal decorative elements.

02 A CLEAR CAREER DIRECTION

Does your opening show the kind of work you do and where you want to go next? **0 1 2**

Example: A project coordinator pursuing project management can feature scheduling, budgets, and project delivery.

03 MATCH THE JOB YOU WANT

Choose three important requirements from a target job posting. Does your resume show where you have used those skills? **0 1 2**

Example: If the role requires vendor coordination, identify a job bullet that demonstrates it.

04 A SUMMARY WITH SUBSTANCE

Does your summary highlight relevant experience, strengths, and a contribution? **0 1 2**

Example: Project coordinator with 5 years of experience supporting cross-functional teams and improving project timelines.

05 BEYOND THE JOB DESCRIPTION

Under your most relevant roles, do your bullets explain what you completed, improved, or contributed? **0 1 2**

Look for outcomes instead of repeated phrases such as "Responsible for" or "Duties included."

06 SHOW THE SIZE OF YOUR IMPACT

Where available, do you include numbers that help a recruiter understand the scope of your work? **0 1 2**

Think team size, customers served, locations supported, projects delivered, time saved, or cost savings.

07 MAKE YOUR CAREER STORY EASY TO FOLLOW

Can a recruiter follow your roles, employers, and dates without needing to guess how your experience connects? **0 1 2**

Identify contract or project-based assignments when helpful. Emphasize relevant transferable experience.

08 KEEP THE FORMAT APPLICATION-FRIENDLY

Are your headings easy to recognize, with readable text and a simple layout? **0 1 2**

Try copying your resume into a plain-text file. Check whether the content stays in a sensible order.

YOUR SCORE: _____ / 16

0–7 Prioritize a refresh 8–12 Strengthen key areas 13–16 Strong starting point

This self-audit is a coaching tool, not a prediction of interview results.

THE RESUME REALITY CHECK

PAGE 02 / TURN YOUR FINDINGS INTO STRONGER BULLETS

YOUR EXPERIENCE SHOULD BE EASY TO UNDERSTAND AND HARD TO OVERLOOK.

The bullet points beneath each employer and job title should show more than what was assigned to you. Help the reader see what you completed, improved, led, or made possible. Here are two examples showing how the same experience can be presented more effectively.

EXAMPLE 01 / PROJECT MANAGEMENT

ABC Construction Services | Project Coordinator | 2022–2025

BEFORE: TASK-BASED BULLET

• Responsible for tracking projects, coordinating vendors, and providing status updates.

AFTER: STRONGER RESUME BULLET

• Coordinated 12 active construction projects, monitored vendor schedules, and introduced weekly progress tracking to reduce reporting delays.

What improved: The rewrite highlights project volume, coordination, and a concrete improvement.

EXAMPLE 02 / CUSTOMER SERVICE

Northline Services | Customer Service Specialist | 2021–2024

BEFORE: TASK-BASED BULLET

• Answered calls, helped customers, and resolved complaints.

AFTER: STRONGER RESUME BULLET

• Supported approximately 40–50 customer inquiries per day and improved issue resolution by documenting recurring service problems for the support team.

What improved: The rewrite shows workload, initiative, and a contribution to the team.

RECRUITER NOTE: THE NUMBERS SHOULD REFLECT YOUR WORK.

If you do not remember an exact number, use a reasonable estimate or range you can explain. You can also describe a process you improved, a project you completed, or a problem you helped solve without using a number.

YOUR TURN: REWRITE ONE BULLET FROM YOUR CURRENT RESUME

READY FOR MORE PERSONALIZED SUPPORT?

Explore Elevare resume services or schedule a career discovery call to discuss your goals and the right level of support.