Resume tailoring checklist and posting decoder

Match your resume to one job posting before you submit: must-haves, your evidence for each, and the details employers check.

NAME _____ DATE _____

JOB AND COMPANY _____

POSTING LINK _____

POSTING DECODER

Must-have from the posting	My evidence (bullet or project)

BEFORE YOU SUBMIT

- [ ] The top third of my resume speaks to this job
- [ ] Key words from the posting appear where they're true for me
- [ ] Each bullet starts with an action and shows a result
- [ ] No photo, age, marital status or SIN
- [ ] Contact details current; professional email
- [ ] File named FirstName-LastName-Resume
- [ ] Saved in the file type the employer asks for
- [ ] Proofread out loud