

Resume update checklist

Based on Unleashed Episode 253: Tips on Updating Your Resume

Item	Suggestion	Status
Spelling	After reading through carefully to ensure no misspellings, check again.	
Formatting	Make it look professional	
Name	If you go by a nickname, include it in parentheses. Other than MD or PhD, think hard about including any certifications after your name. Definitely not MBA	
Contact info	Include email, phone, website, LinkedIn URL. If you don't include your full home address, at least include city and state	
Summary	Short, specific, and memorable, or don't include at all. Avoid clichés that could apply to 90% of job-seekers, e.g., "a seasoned executive passionate about results." (Are you sprinkled in pepper?)	
Experience	Education section goes BELOW Experience unless you are graduating now.	
Experience	If employer is not a household name, give a short description.	
Experience	Include city and state where you were based.	
Experience	Don't list your job responsibilities. We know what the VP of Procurement or Head of Strategy does. Instead, include stories: 1) What was the situation 2) What did YOU do 3) What was the impact	
Experience	If you no longer work at the last employer, include an end date.	
Experience	If you are currently an independent consultant, the top experience should be your independent consulting practice. If your practice doesn't have a name, OK to put "Independent Consultant" as current employer.	
Education	If you have a PhD or Masters: tell us what your thesis was about	
Education	List impressive stuff (Rhodes, Marshall, President of the college paper)	
Education	If you have done sustained self-study (e.g., a program of 20 courses in data science via Udacity) then list that. But not just 1-2 courses.	
Publications	List them, unless it was a couple white papers 15 years ago	
Public speaking	List them if you've been speaking regularly at conferences recently. But don't list one talk you did 20 years ago.	
Patents	Even if not relevant, always seems impressive to include them	
Volunteer	If significant and recent, then include. Don't include a short stint you did long ago. Mention any Board roles.	
Technical	List programs you are familiar with if relevant to roles you seek and beyond the basic Microsoft Office suite. We know you can use Word.	
Media	If you've been quoted, mention it	
Geographic	If willing to travel or to move, then mention it	
Personal	Don't include something like "Reading." Include something distinctive about you that might spark a conversation.	
Languages	List languages where you have business fluency.	