

RESUME CHECKLIST (NO EXPERIENCE)

DATE: _____

S M T W T F S

PERSONAL DETAILS:

- UP TO DATE CONTACT INFORMATION
- HYPERLINK TO LINKEDIN PROFILE.
- CONSISTENT DETAILS ACROSS RESUME, COVER LETTER, AND LINKEDIN.

PERSONAL PROFILE:

- NO LONGER THAN 6 LINES.
- TAILORED TO THE JOB DESCRIPTION.
- INCLUDES SOFT SKILLS.

SKILLS:

- SOFT, TRANSFERABLE, AND INTERPERSONAL SKILLS HAVE BEEN STRATEGICALLY PLACED THROUGHOUT YOUR RESUME.
- SKILLS LISTED ARE RELEVANT TO THE JOB TARGETS.

EDUCATION AND QUALIFICATIONS:

- THE MOST RECENT EDUCATION OR TRAINING IS LISTED FIRST.
- DEGREES, COURSES, OR CERTIFICATES ARE ACCURATELY INCLUDED, STATING THE COURSE NAME, ISSUER AND ISSUED DATE.
- INCLUDES ERASMUS PROGRAMS, INTERNSHIPS, APPRENTICESHIPS, OR ACADEMIC ACHIEVEMENTS AND PUBLICATIONS.

EXTRACURRICULAR ACTIVITIES:

- INCLUDES VOLUNTEER WORK, STUDENT SOCIETIES, PUBLIC SPEAKING, LANGUAGE LEARNING, LEADERSHIP ROLES, CREATIVE HOBBIES, SPORTS TEAMS, OR ACADEMIC ACTIVITIES THAT ARE RELEVANT TO THE JOB.