The Ultimate Checklist for Modern Resumes

## 1. Format and Structure

* Single-column, ATS-friendly format (no tables, text boxes, or columns)
* Consistent font (10-12pt) throughout (use Calibri, Arial, or Times New Roman)
* One page for undergraduate/early career; two pages maximum for experienced applicants
* Clear section headings: Education, Experience, Projects, Skills, etc.
* Adequate white space and margins (0.5-1 inch)

## 2. Contact Information

* Full name prominently displayed
* Professional email address (no nicknames)
* Phone number with country code (+91)
* LinkedIn profile (optional but recommended)
* GitHub/Portfolio link (if relevant to program)
* NO photo, date of birth, father's/mother's name, marital status, or religion

## 3. Content Quality

* Every bullet point starts with a strong action verb
* Achievements include quantifiable results (numbers, percentages, scale)
* Focus on impact and outcomes, not just responsibilities
* Relevant coursework and projects highlighted for target program
* Technical skills section matches program requirements
* NO spelling or grammatical errors
* Consistent verb tense (past tense for previous roles, present for current)

## 4. Customization

* Resume tailored to specific program and university
* Keywords from program description incorporated naturally
* Most relevant experiences prioritized
* Research interests align with faculty research areas (for research programs)

## 5. Professional Elements

* Professional language (no slang or casual phrases)
* Consistent date format (Month YYYY or MM/YYYY)
* No unexplained gaps in education or experience
* Achievements are credible and verifiable
* Resume file named professionally: "FirstName\_LastName\_Resume.pdf"

## 6. Final Review

* Printed and reviewed on paper (catches errors screens miss)
* Read by at least one other person
* Tested in ATS checker tool online
* Saved as PDF (unless specifically asked for .doc format)
* File size under 2MB