

# Resume Checklist

## CONTACT DETAILS

- Mentioned the phone number and double-checked that it is correct & up-to-date
- If applying for an international position* Mentioned the country code too in the phone number
- Mentioned the email address and double-checked that it is correct & up-to-date
- Checked that the email address is professional
- Included links to relevant profiles: Github, Dribbble, Behance, LinkedIn, Personal website etc.,
- If you're on visa* mentioned the visa status

## LAYOUT AND LOOK & FEEL

- Checked that the resume fits in two pages
- Highlighted the sections. Different sections can be easily spotted
- Checked that the font used is professional, is legible and is readable
- Checked that the font size is at least 11 pt and the font colour is legible
- Checked that the line height is at least 1.15 and less than or equal to 1.5
- Checked that all points are written as bullets
- Highlighted any links provided, either by a different colour or by underline or both
- Printed on A4 / letter paper (whichever is used in your country) and checked if the resume looks fine

## CONTENT

- Checked that the resume doesn't contain recommendations, biodata & career objectives sections
- There are no spelling mistakes / typos
- There are no grammatical errors
- Each point fits in a single line or a maximum of two lines
- Has at least one project / prior experience that is relevant and stands out
- All points show impact - however small it might be
- Include links to all Github repositories, blog posts etc., wherever possible
- All the links included are working fine
- Every role has the title, organisation name and the dates / time period you worked

## GENERAL

- Proofread by someone else - probably who doesn't know you too well, but understands the industry
- Have a PDF of the resume - always give the PDF resume while applying
- Have a doc of the resume, just in case the employer asks specifically for it
- File size is less than 200 KB. If it must be more than 200 KB, make sure it is less than 2 MB

If you want us to go through your resume and help you improve it, write to us at [help@crashcourse.io](mailto:help@crashcourse.io)