

# Quick, Clean, and Effective Resume Checklist for Job Seekers



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# Layout



Make sure to include white space throughout your document without adding too much text. Using white space correctly ensures that your reader (the employer) can better scan your resume. Choose an appropriate resume format that complements your background and experiences.



# Contact information

Use a personal email that looks professional. Use that email address in places online so employers can contact you. Monitor this email address often. A phone number is also another appropriate way for employers to contact you. Ensure that messages can be left at this number and include a professional voicemail greeting.





# Spelling

Correct misspelled words immediately. Make sure places, cities, companies, software tools, and technologies are spelled correctly. Nothing is more embarrassing than referring to an idea or concept in your resume that is not accurately spelt. Don't let employers eliminate you from a candidate selection because you didn't catch a simple typo.







# Irrelevant information

Hobbies are resume fillers that do not add substance. They take up space and distract employers from the skills you want to emphasize. Let your most important words become viewable to the hiring manager. Remove personal information like political and religious affiliations, marital status, and age.





# Buzzwords

Avoid turning off hiring managers and recruiters with industry-specific or highly technical jargon. Excessively adding buzzwords and jargon sets you apart from job seekers, but not in a good way.





# Readability

Avoid small, decorative, unprofessional fonts. They serve as a distraction to the employer and could put a strain on the reader's eyes.





# Stating the obvious



Break the temptation of reusing text snippets for one or more jobs. Instead of simply copying, find another way to explain the job function if performed at more than one job on your resume. Take time to review your resume for redundancies and eliminate them to make your document more streamlined.

Contact us **today** to book  
your **one-on-one** personal  
branding session!



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#### About Michael Roach Creative

Michael Roach Creative is a consultancy that provides small-to-medium size businesses and individuals with **creative, marketing, and communications** solutions so they become more visible and heard—using creative thinking, storytelling, and tailor-made digital marketing strategies. Let's explore what you need to engage your audience and solve a problem.