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MY 5-STAR RESUME CHECKLIST



Professional Summary - This is your compelling introduction that shares what you do, your field of work, areas of expertise, and how you approach your work.



Work Experience - Provide relevant but concise details about your employment, highlighting accomplishments, promotions, quantifiable wins (sales/revenue increases, cost savings, process improvements, improved quality control, etc.), and demonstrated growth and success in your roles.



Education - Be sure to include all colleges attended, indicating graduation dates for programs where a degree or certificate was received, and "some college coursework completed," for schools where no credential was received. Exclude high school if graduation was more than 10 years ago.



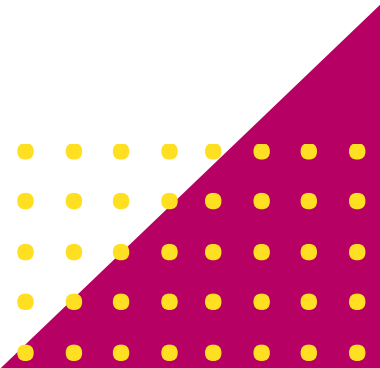
Technical & Intercultural Skills - This is the place to outline your key skill sets, technical acuity, business acumen, areas of specialization, communication excellence, public speaking and presentation skills, and don't forget those blogging skills you've been fine tuning.



Community Involvement & Volunteer Experience - Here you can list your volunteer activities, any non-profit board membership, community initiatives, and even community engagement activities like mentoring, Big Brothers Big Sisters, or the United Way Day of Caring you participate in through work!



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