

**FREE RESOURCE #1**

# **FREE RESUME SUCCESS CHECKLIST**

*Before You Apply — Make Sure Your Resume Is Ready*

**PREPARED FOR**

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**TARGET ROLE**

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**DATE**

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**BUILT TO LEAD PUBLISHING**

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# FREE RESUME SUCCESS CHECKLIST

*Before You Apply — Make Sure Your Resume Is Ready*

*A strong resume doesn't just list what you've done — it shows employers the value you bring. Use this checklist before submitting your next application.*

## CONTACT INFORMATION

- ☐ Phone number is current
- ☐ Professional email address
- ☐ City & State listed (full address not required)
- ☐ LinkedIn profile included and updated

## PROFESSIONAL SUMMARY

- ☐ Strong headline that matches your target position
- ☐ Summary clearly communicates your experience and value
- ☐ Target role is obvious within the first few seconds

## EXPERIENCE SECTION

- ☐ Every bullet starts with a strong action verb
- ☐ Accomplishments focus on results — not just responsibilities
- ☐ Includes measurable impact whenever possible:  
Numbers • Percentages • Dollar amounts • Team size • Projects completed
- ☐ Most relevant experience appears first
- ☐ Military, law enforcement, security, or technical terminology translated into civilian language
- ☐ Job titles, employers, and dates are accurate and consistent

## SKILLS & QUALIFICATIONS

- ☐ Skills match the position you're applying for
- ☐ Relevant certifications are included
- ☐ Security clearances (if applicable) are listed
- ☐ Software, equipment, and technical skills are current

## ATS OPTIMIZATION

- ☐ Resume includes keywords from the job posting
- ☐ Resume has been tailored for this specific position
- ☐ Formatting is ATS-friendly (simple headings, no graphics or tables)

## PROFESSIONAL FORMATTING

- ☐ Consistent font, spacing, and margins throughout
- ☐ One page (or two if you have 10+ years of relevant experience)
- ☐ Bullet points are concise and easy to scan
- ☐ No spelling or grammar mistakes
- ☐ Past jobs use past tense; current position uses present tense

## BEFORE YOU SUBMIT

- ☐ Saved as a PDF (unless the employer requests a Word document)
- ☐ Professional file name: FirstName\_LastName\_Resume.pdf
- ☐ Resume matches your LinkedIn profile
- ☐ Another person has reviewed it
- ☐ Cover letter is customized (if required)
- ☐ Resume has been checked through an ATS scanner

### ★ BONUS TIP

Ask yourself one question before clicking Submit:

***"If I were the hiring manager, would this resume clearly explain why I should interview this person?"***

If the answer isn't an immediate YES, make one more improvement.



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*Because your experience deserves to be understood — not overlooked.*