The Hire Talent
A Talent Assessment Company

RESUME CHECKLIST

Use this quick guide to easily and effectively screen resumes for minimum performance expectations and determine a candidate's potential fit before you invest time in an interview process. Our guide will help you do it Better, Smarter, & Faster.

NAME

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Objective- A candidate's objective should clearly summarize what they've done and are looking for. Here is where you will first see evidence of a candidate's potential fit. Do they have experience in your industry? Do they boast success, measurable achievements, and a timeline of promotions?

Experience- One of the most important aspects of this section is looking for a history of measurable achievement. Most successful, top performing candidates begin their careers in some sort of an entry-level type job and progress through the ranks showing increasing expertise and responsibility.

- Not all good resumes will show this as clearly, but there is usually some evidence of achievement and progression that lets you know this person has graduated to the next level within their company or industry and are being recognized for it.

- Another equally important aspect of this section is job stability. You can almost always bet that someone who has not remained in a job for more than 1-2 years is going to be a problematic employee, despite how good they are. 'Job hopping' is often an indication of attitude issues, which are to be avoided at all costs.

Current Job Title, Dates Employed
Company Name: Description of Company
Bullet Points should ALWAYS:
- Outline quantified effort, specific examples, and clear metrics
  - Ex: *Built a full-scale sales operation from the ground up by implementing new goals and strategies that quadrupled profits for all four quarters of 2016.*
- Paint a picture of on-the-job effectiveness
  - Ex: *Reduced employee turnover by 25%*
- Describe tasks, contributions, and accomplishments
  - Ex: *Improved monthly revenues from $12k to $15k*
  - Ex: *Responsible for all hiring/firing, and P/L for the branch*
  - Ex: *Managed and trained staff of 10 account reps*
- Be clear and measurable

Education and Training- We like to see candidates who have achieved a level of education from brick and mortar schools. There is a certain level of commitment that comes with attending classes from a brick and mortar institution that is a bit different from an online school. This isn't to say that online education isn't just as valid though, especially in today's flexible, digital age.
University: B.S. Degree (2012-2016)
High School (2008-2012)
License #1234567
Certificate: 2012-2016

Awards and Accomplishments- If a candidate lists awards or achievements, they should be relevant to the role either directly or in some support function. If not, hopefully they're at least interesting enough to serve as a conversation piece.
Marshmallow-Eating Champion: 2011-2015
Highest Volume Sales, Q1: 2002-2008