

# Enhanced Resume Review Checklist



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# Introduction

In today's competitive job market, a well-crafted resume is essential for making a strong first impression on potential employers. Your resume serves as a marketing tool, highlighting your skills, experiences, and accomplishments. To ensure your resume stands out, this checklist combines practical tips, Feng Shui principles, and affirmations to help you align your resume with your career aspirations. By following these guidelines, you can present a professional image that captures the attention of hiring managers and showcases your unique qualifications.

# Enhanced Resume Review Checklist

Use this checklist to review your resume before each application. It combines practical tips, Feng Shui principles, and affirmations to align your resume with your career aspirations.

## 1- Format and Structure

The format and structure of your resume play a crucial role in how your qualifications are perceived. Ensure that your resume is clear, concise, and easy to read. Opt for professional fonts like Arial or Calibri, and keep the font size between 10-12pt for legibility.

**Feng Shui Tip:** Place your name at the top in bold, symbolizing your confidence and professional presence. This attention to detail reflects your commitment to professionalism.

*Affirmation:* "I present myself with clarity and professionalism."

## 2- Contact Information

Your contact information is the gateway for potential employers to reach you. Include your full name, phone number, professional email, and LinkedIn profile to ensure you present a complete picture. Avoid using personal addresses, such as family emails, or outdated contact details that may hinder communication. Providing updated contact information signifies your readiness for new opportunities.

*Affirmation:* "I am easily reachable and ready for new opportunities."

## 3- Professional Summary

A compelling professional summary is essential for making a strong impression. Write a 2-3 sentence summary that highlights your key skills and value, tailored to each job role. This summary should resonate with the employer's needs, demonstrating that you understand what they are looking for.

**Mindful Tip:** Before writing, take a deep breath and reflect on three qualities that best define you as a professional. This practice can help you convey your unique value effectively.

## 4- Skills Section

Your skills section is a vital part of your resume, showcasing your core competencies. List 6-8 skills relevant to the role you're applying for, prioritizing hard skills like software expertise over generic terms such as "hard worker."

**Feng Shui Tip:** Use a balanced layout in this section to convey a sense of harmony and competence. A well-organized skills section demonstrates your qualifications and readiness for the role.

*Affirmation:* "My skills are valuable and align with the right opportunities."

## 5- Work Experience

Your work experience should highlight your achievements and impact rather than just listing duties. Use action verbs to convey your contributions and quantify your achievements, such as "Led a team of 10" or "Increased sales by 15%." This approach allows hiring managers to see the tangible results of your efforts.

**Mindful Tip:** Visualize yourself in each role, connecting with the moments where you felt most accomplished. This reflection can inspire you to present your experience more confidently.

## 6- Education and Certifications

Your education and certifications lay the foundation for your professional journey. List your highest degree first, followed by relevant certifications, ensuring to include dates, institutions, and any honors or awards.

**Feng Shui Tip:** Align this section neatly to showcase your academic background clearly. A well-structured education section reinforces your qualifications and commitment to personal development.

## 7- Additional Sections (Projects, Languages, Volunteering)

Incorporating additional sections for relevant side projects, language skills, and volunteer work can enrich your resume. If these experiences add value, include them to give employers a more comprehensive view of your capabilities.

Keep descriptions concise, limiting them to a sentence or two for each item to maintain clarity and focus.

*Affirmation:* "I embrace all experiences that have shaped my professional journey."

## 8- Tailoring for Each Application

Customization is key to standing out in a competitive job market. Tailor each resume to the job description by incorporating relevant keywords, and update the summary and skills sections to align with the role's requirements. This effort signals to hiring managers that you have taken the time to understand their needs.

**Mindful Tip:** Set an intention before customizing: "I align my resume with the perfect opportunity." This mindset can enhance your focus during the tailoring process.

## Proofreading and Final Review

The final step in preparing your resume is thorough proofreading and review. Double-check for spelling, grammar, and formatting errors, as these can detract from your professionalism. Reading your resume aloud can help you catch any awkward phrasing or inconsistencies. Presenting a polished resume reflects your attention to detail and dedication to putting your best foot forward.

*Affirmation:* "I confidently present my best professional self."

# Conclusion

By following this enhanced resume review checklist, you can create a document that not only showcases your qualifications but also aligns with your career aspirations. Remember that your resume is a reflection of your professional journey, and investing time into its presentation can significantly impact your job search success. With careful attention to detail, mindful customization, and a focus on presenting your best self, you will be well-equipped to make a lasting impression on hiring managers. Embrace these tips, and step confidently into your next opportunity!