



How to Audit YOUR OWN Resume:

If you've been applying to roles but aren't getting callbacks, your resume may be the bottleneck. Before spending more time applying, use this checklist to quickly assess whether your resume is working for you or against you.

Review your resume and check off what applies:

- Clearly lists the **target role title** of the job you're applying for at the top
- includes **accurate and current contact information**
- Features a **professional power statement** under the header
 - Target role title
 - Years of experience
 - 2–3 core keywords aligned to the role
- Includes **Areas of Expertise/Core Competencies** in clean, scannable bullet points
- Highlights project impact, showing the value of your contributions
- Contains at least three quantified accomplishments using metrics, results, savings, or outcomes
- Shows a **clear, easy-to-follow work history**
- Uses strong **bullets** that are:
 - Action-oriented
 - Easy to scan
 - Written in consistent tense
- Lists **education and certifications** without completion years unless earned within the last two years
- Focuses on **career highlights**, not a full timeline across too many pages

If several boxes are unchecked, your resume likely needs refinement before continuing your job search.

When you're ready for personalized feedback or a strategic rewrite, that's where professional support can make a measurable difference.

Thanks for considering Authentic Cadence® for your career needs!