



Does your Resume Pass the 6 Second Test? See how many of the below you can tick.

1. Professional Formatting

- ☐ Use an easy-to-read font (i.e. Arial, Calibri, size 10–12)
- ☐ Keep formatting consistent throughout your document
- ☐ Ensure plenty of white space to keep it readable (I'm looking at your margins!)

2. Tailor your content

- ☐ Include a strong summary highlighting strengths and relevant achievements
- ☐ Focus on achievements, not just responsibilities (use metrics and be specific)
- ☐ Use active verbs (i.e., "Enhanced productivity by 10%" instead of "Responsible for creating efficiencies")
- ☐ Modify your resume for each job application to reflect the role's priorities
- ☐ Align your summary statement with the company of interest' mission and values

3. Keep it clear, keep it concise

- ☐ Contact details at the top (name, phone, email, LinkedIn profile (if applicable))
- ☐ Sections in a logical order: Summary, Education, Skills, Experience
- ☐ Experience listed in reverse chronological order (most recent job first)
- ☐ Keep it to 1–2 pages – 3 at most (unless applying for an academic role)

4. Choose The Right Keywords To Pass Through Applicant Tracking System (ATS)

- ☐ Incorporate relevant keywords from the job description and/or advertisement
- ☐ Avoid graphics, tables, pictures or images that may not be ATS-friendly
- ☐ Proofread to eliminate typos and grammar mistakes (Grammarly can be helpful!)

5. Focus on key skills and achievements

- ☐ Include hard skills (technical expertise) and soft skills (i.e. leadership, teamwork)
- ☐ Highlight industry-specific Education, Certifications, Licences and Training
- ☐ Use bullet points to highlight key accomplishments
- ☐ Avoid generic statements (i.e I'm a team player) —be specific and results-driven

Want a FREE Resume audit (Valued at \$99)? Book in at www.calendly.com/resumesbylana or reach out at hello@resumesbylana.com

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