



## RESUME BUILDING CHECKLIST

Please bring the following documents.

### Client Information

- Full Name
- Contact Information
- LinkedIn or portfolio
- Preferred job titles/career focus

### Education

- Highest degree
- Institutions & locations
- Graduation dates
- Certifications/licenses/training

### Work Experience

- Employers
- Job titles
- Dates of employment
- Key responsibilities/achievements
- Promotions/recognitions

### Skills & Competencies

- Hard skills
- Soft skills
- Languages
- Volunteer/extracurricular

### Career Goals

- Short-term goals
- Long-term goals
- Target industries/companies

### Resume Style & Preferences

- Format (chronological/functional/combo)
- Design preferences



- Include cover letter?
- Include LinkedIn/portfolio links?

**References (Optional)**

- 2-4 professional references