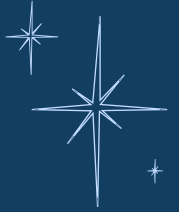


# YOUR NEXT MOVE

POWERED BY  
YOUR PEOPLE RECRUITMENT



## Your Resume & LinkedIn Checklist

*Practical tips to help you get noticed*

# Structure & Presentation

- Resume is 1 - 3 pages maximum
- Clean, professional layout (easy to read)
- Consistent font and formatting throughout
- No spelling or grammar errors

## Personal Details

- Name and contact details clearly visible
- Professional email address used
- LinkedIn profile included

## Professional Summary

- Clear, concise summary (3 - 4 lines)
- Highlights key skills and experience
- Tailored to the role you're applying for

# Work Experience

## Jobs

- Listed in reverse chronological order (current or last job shown first)
- Each role includes job title, company, city or town, and dates
- Bullet points are clear and concise

## Achievements

- Include achievements - not just responsibilities
- Use numbers to quantify achievements - e.g. increased sales by 15%

## Skills

- List relevant skills for the role
- Have a mix of technical and soft skills
- Avoid generic skills or copying straight from job description
- Be aware of what tense you are using for current and previous jobs

# Education & Qualifications

- Clearly listed with dates and training provider's name

# Tailoring Your Resume

- Customise your Professional Summary for each job
- Keywords from the job ad included
- Focus on most relevant experience

***Don't forget to run your resume through spellcheck.***

# LinkedIn Profile Checklist

## Profile Basics

- Professional profile photo
- Clear, keyword-rich headline
- Location and industry listed

## About

- Short summary of work experience and strengths
- Written in a clear, engaging tone
- Includes key achievements or focus areas

## Experience Section

- Matches your resume
- Includes your achievements (not just tasks and responsibilities)
- Uses bullet points for readability

## Skills & Engagement

- List 5 - 10 relevant skills
- Skills endorsed where possible
- Recent activity (your posts, comments or shares)

# Final Checks Before You Apply

- Resume and LinkedIn are aligned
- Documents saved as PDF (unless asked otherwise)
- File name is professional (e.g. Firstname\_Lastname\_CV)
- You feel confident submitting your application

## Want More Help?

- If you're ready for the next step, check out:

### **Your Next Move - Land Your Next Job Toolkit**

(Templates, interview prep, and practical tools to help you stand out)

<https://yourpeople.co.nz/about/your-next-move>

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