

YOUR CHECKLIST FOR A RED HOT RESUME



You've found a perfect job listing. Now what?

Opportunity Research

1

Research company website, investor reports, press releases, and more, to understand culture, values, products, and strategies.

AI Action: Utilize AI Assistants such as Google Gemini or ChatGPT to source and condense info into useful, digestible insights.

2

Score Your Resume

Upload the job spec PLUS your draft resume to an AI resume builder which can analyze potential "fit"

AI Action: An AI tool such as **Ehancv** will give you a "fit" score, identify critical gaps, and suggest improvements required to bring the score closer to 100

Readable Format

3

Maintain a clear, readable layout and ATS-friendly format with an appealing professional look. Avoid visual gimmicks.

AI Action: Use templates recommended by an AI resume builder. Include subtle, professional, design elements that reflect your personal brand

4

Speak Precision ATS

Apply the same language and keywords used in the job spec throughout your resume

AI Action: Your resume builder, or ChatGPT can identify essential keywords. Simply paste in the job description as reference.

Value Proposition

5

You must be able to convey your unique value proposition in a few seconds

AI Action: Brainstorm with ChatGPT or other Assistants. Ask for high-value propositions based on your achievements and the requirements of the role. Pick the strongest option.

6

Craft Your Content

Lay out the story of your career to date in a compelling narrative.

AI Action: Leverage AI writing suggestions to craft impactful bullet points highlighting relevant skills and quantifying achievements. Use strong action verbs

Highlight Soft Skills

7

Don't underestimate the value employers place on soft skills. Emphasize your soft strengths.

AI Action: Use AI Assistants to help clarify, and synthesize your strengths, and to identify the most in-demand skills in the marketplace.

8

Refine and Polish

The pieces have now come together. Next up, ensure your story flows, and reads well without any unintended distractions such as simple spelling errors.

AI Action: Use Grammarly AI on your browser to check spelling, grammar and phrasing

Standout Cover Letter

9

80%+ hiring managers read cover letters. Make sure yours is pithy, personalized, persuasive, and offers a glimpse into your personality.

AI Action: Utilize your chosen resume builder or other AI tools to write an initial draft based on your resume, and the job spec. Stamp with your own style

10

Optimized LinkedIn Profile

60%+ of recruiters will check your LinkedIn profile. Make sure it is aligned with your resume, optimized, and compelling

AI Action: Use LinkedIn AI profile optimization tools such as Taplio to maximize the impact of each element of your profile

Rinse & repeat for each new job application