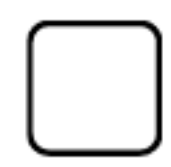


REMOTE RESUME CHECKLIST

Get Your Resume Remote Ready



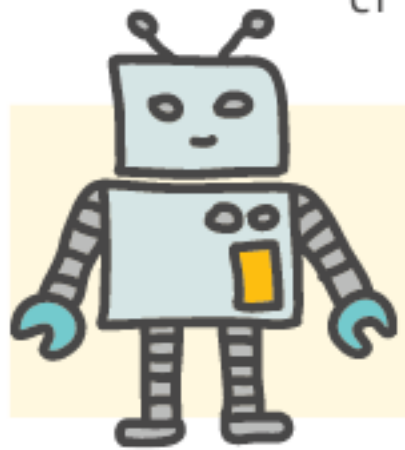
Create a Template

Create a template style resume ([like this one](#)) and use it to customize your resume for every single job you apply for. Your resume is likely being scanned by robots before it's even seen by real people.

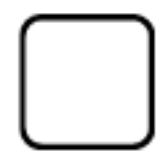


Keywords are Key

Pull keywords from the job ad and place them directly into your resume. Doing this gives your resume greater visibility.

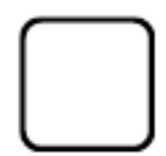


More than 95% of Fortune 500 Companies use ATS to streamline the hiring process.



Focus on The Job You Want, Not The Jobs You've Held

Highlight transferable skills so you can position yourself for the job you want. This is especially true if you are changing careers!

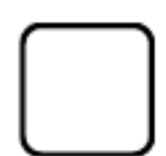


Tell Your Story

Use your "Professional Summary" section to take charge of your career narrative. Tell the person who's reading it where you've come from, where you're going, and your unique-selling point!

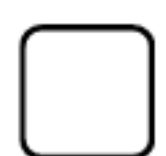


Use [JobScan.co](#) to see how your resume stacks up against a specific job! This will help you understand how to keyword optimize your resume.



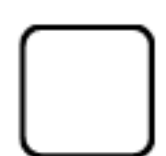
Quantify. Quantify. Quantify.

Recruiters want to know what you can do for them, not the daily tasks and responsibilities you've had in the past. Try to quantify your experience as much as possible to illustrate your 'value.'



Don't Share Too Much

You don't need to put every little detail in your resume. Instead, focus on those skills and experiences which position you in the best light possible for the type of job you want to land.



You've Got Skills

Be sure to highlight hard skills that show you know how to perform a specific job AND refer to soft skills that will make you a successful remote worker like independence, self-management, written communication, trustworthiness, etc.