

Holy Family Job Support Ministry Resume Checklist

(version 1.4, March 29, 2026)

The goal of your resume is to obtain interviews for your target position. If you are NOT getting interviews after submitting to job postings and via employees at the target firms, there may be something missing in your resume. The two most likely issues are 1) ATS formatting errors and 2) a weak message on accomplishments.

The check list below can help you validate that you have an ATS-ready and an accomplishments-based resume. Work with a Holy Family 24/7 advisor if you can't check most or all of the items or are considering dropping older positions.

To request a detailed discussion and sample of a Power Resume, select the COACHING tab at <https://hfjobsupport.org/>

FORMATING ISSUES:

- Contact info, including phone, email, LinkedIn link, and town / zip code on four separate lines ¹
- Name in 14-point type, everything else in 11 or 12-point type
- Use only Arial font
- Black type only, no shading, no italicize
- No symbols other than black bullets
- No vertical or horizontal lines
- No Microsoft tables
- Only widely used abbreviations
- No cut & past of AI created sentences
- Only standard headings (CAREER SUMMARY, SKILLS, PROFESSIONAL EXPERIENCE, and EDUCATION)

¹ Include your zip code as some postings will only consider candidates living within a specific distance of the on-site position. The ATS will reject submissions without a zip code or that are beyond the specified distance.

² Use 3-4 powerful bullet points unless it has been your only job or company you worked for. You don't

Does NOT include a stand-alone ACHIEVEMENTS section as many ATS ignore this.

Reviewed for concise wording, spelling errors and use of outdated terms.

ACHIEVEMENT FOCUSED ISSUES:

A CAREER SUMMARY of 3-4 lines that highlights what makes you better than the next candidate.

For each past role:

Company name with city/state on left margin; month/year on right margin.

Job title on line below company name

1-2 lines max for "roles and responsibilities"

3-4 bullet points for specific accomplishments with a max of two lines²

Each bullet point includes financial / business impact of accomplishment

Each bullet point includes skill used for achievement (because some ATS ignore SKILLS section)

Other Issues:

Recent college grads should include class projects & internship accomplishments.

Use of resume review tools to verify high ATS scoring for target position ³

My LinkedIn profile runs parallel to my resume, including the skills listing.

If you are good on all the checklist items and are still not getting called for interviews, work with a Holy Family 24/7 advisor to review your overall job search strategy.

Send comments to geneflynn@gmail.com

have to tell all your accomplishments, only the top ones.

³ Consider using the free service at <https://theprofessional.me/> or the fee-based service at <https://www.jobscan.co/>