

2026 CV & Resume Checklist

A complete, step-by-step resume validation guide designed for modern hiring systems.

Created by Krevlypk – #1 Platform for Job Updates & Guides.

Who this is for: Fresh graduates, experienced professionals, international job seekers, and ATS-based hiring in 2026.

1. Personal & Contact Information

- Full name clearly visible at the top
- Professional email (firstname.lastname@domain.com)
- Phone number with country code
- City & country (full address not required)
- LinkedIn profile link (custom URL preferred)
- Portfolio / GitHub / Website link (if applicable)

2. Resume Summary / Objective

- 2–4 lines maximum
- Tailored to the specific job role
- Includes job title and years of experience
- Mentions key skills and domain expertise
- No personal pronouns (I, Me, My)

3. Work Experience

- Listed in reverse chronological order
- Company name, role, location, and dates included
- Each role has 3–6 bullet points
- Bullet points start with action verbs
- Achievements quantified with numbers or impact
- Relevant experience prioritized over older roles
- No job gaps unexplained (use projects or freelancing if needed)

4. Education

- Degree name clearly mentioned
- Institution name and location
- Graduation year or expected graduation
- GPA included only if strong (optional)

- Certifications added separately if applicable

5. Skills Section

- Skills aligned with job description keywords
- Technical skills separated from soft skills
- No outdated or irrelevant skills
- Skill proficiency is realistic and defensible
- Avoid skill bars or ratings (ATS unfriendly)

6. Projects (Highly Recommended)

- Projects relevant to the target role
- Clear description of tools and technologies used
- Your individual contribution explained
- Measurable outcome or learning highlighted
- Links to live demo or repository (if available)

7. ATS Optimization Checklist

- Simple one-column layout
- No icons, images, or graphics
- Standard fonts only (Arial, Calibri, Inter)
- Consistent headings across sections
- Keywords naturally integrated
- PDF format unless otherwise stated

8. Formatting & Design

- Resume length follows experience level
- Consistent font size and spacing
- Margins balanced and readable
- Bullet points aligned correctly
- No color overload (1–2 colors max)

9. Final Validation

- No spelling or grammar mistakes
- All links clickable and working
- File name uses professional format
- Resume reviewed at least once
- Tailored before every job application

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