

RESUME CHECKLIST & EXAMPLE

Helping You Land Your Next Hitch.

✓ RESUME CHECKLIST



CONTACT INFORMATION

- Full name is clearly displayed
- Professional email address
- Phone number is correct
- City & Province listed
- LinkedIn profile included (if applicable)



PROFESSIONAL SUMMARY

- Clearly states the type of position you're looking for
- Highlights your strongest qualifications
- Tailored to the specific position
- No generic statements



WORK EXPERIENCE

- Most recent job listed first
- Job titles are accurate
- Employment dates included
- Bullet points explain achievements, not just duties
- Relevant older experience included



SKILLS & CERTIFICATIONS

- Skills match the job posting
- Certifications are current
- Software and equipment experience listed
- Safety training included



ATS CHECKLIST

- Resume is customized for the job
- Keywords from the job posting are included
- Standard headings are used
- No graphics, text boxes or tables
- Saved as PDF (unless another format is requested)



FINAL CHECK

- No spelling or grammar mistakes
- Formatting is consistent
- Easy to read
- File name is professional (Example: Cody_ODonnell_Resume.pdf)



COMMON RESUME MISTAKES

- ✗ Sending the same resume to every employer
- ✗ Listing duties instead of accomplishments
- ✗ Including outdated or irrelevant information
- ✗ Spelling mistakes
- ✗ Using an unprofessional email address
- ✗ Forgetting to tailor your resume to the position



NHCS TIP

Employers don't hire resumes.
They hire people who solve problems.

Your resume should clearly show how you can add value to the company— not simply list every task you've ever done.



NEED MORE HELP?

If you'd like personalized help with your resume, interview preparation or career planning, I'm here to help.



NextHitchCareers@outlook.com



709-765-1182



Next Hitch Career Solutions

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EXAMPLE PROFESSIONAL RESUME

JOHN SMITH

 St. John's, NL
 709-555-1234
 johnsmith@email.com
 linkedin.com/in/johnsmith

PROFESSIONAL SUMMARY

Reliable Warehouse Associate with over five years of experience in shipping, receiving, inventory control and forklift operation. Recognized for strong attendance, safety awareness and teamwork. Seeking to contribute to a fast-paced organization while continuing to grow professionally.

WORK EXPERIENCE

Warehouse Associate | ABC Distribution 2021 – Present

- Operate forklift to safely load and unload freight
- Pick and pack customer orders with 99% accuracy
- Complete inventory counts and cycle counts
- Train new employees on safety and efficiency
- Maintain safe and organized work environment

Labourer | XYZ Construction 2018 – 2021

- Assisted skilled trades with various construction activities
- Operated equipment and tools safely and efficiently
- Maintained clean and safe work areas
- Followed all company safety procedures

SKILLS

- Shipping & Receiving
- Inventory Control
- Forklift Operation
- RF Scanner
- Microsoft Office
- Teamwork
- Customer Service

CERTIFICATIONS

- WHMIS
- First Aid / CPR
- Forklift Operator
- TDG

1 CLEAR CONTACT INFO

Easy for employers to reach you and includes important details.

2 STRONG SUMMARY

Highlights your value and is tailored to the type of work you want.

3 ACHIEVEMENT FOCUSED

Bullet points show what you did and the impact you made (not just duties).

4 RELEVANCE

Experience is listed in reverse chronological order with relevant details.

5 KEY SKILLS

Matches the skills employers are looking for in the job posting.

6 CERTIFICATIONS


Shows you are qualified and safety focused.



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