

AI-Era Resume & LinkedIn Checklist

Position yourself powerfully for the AI-driven job market.

PART 1 — RESUME ESSENTIALS

Format & Structure

- One to two pages maximum; three pages only for senior/executive roles
- Clean sans-serif or serif font, 10–12pt, consistent margins (0.75" minimum)
- Sections clearly labeled: Summary, Experience, Skills, Education, Certifications
- No photos, graphics, tables, or text boxes — ATS systems cannot read them
- Saved as a .docx and PDF; file name includes your name (e.g., DianeAnderson_Resume.pdf)

Professional Summary (Top 3–4 Lines)

- Opens with your title and years of experience
- Names your key areas of expertise relevant to the target role
- Includes 1–2 quantifiable achievements or signature strengths
- Written in third-person tone without the word "I"

Experience Bullets

- Each bullet leads with a strong action verb (Led, Built, Designed, Reduced, Increased)
- Follows the formula: Action + Task + Result (quantified wherever possible)
- Focuses on impact and outcomes, not job duties
- Incorporates keywords from the job description naturally
- Recent roles: 4–6 bullets; older roles: 2–3 bullets

ATS Optimization

- Includes keywords from the job description in your summary and skills section
- Spells out acronyms at least once (e.g., "Applicant Tracking System (ATS)")
- Job titles match industry-standard language, not internal company titles

PART 2 — LINKEDIN PROFILE ESSENTIALS

Profile Basics

- Professional headshot — well-lit, high resolution, appropriate background
- Custom LinkedIn URL (e.g., linkedin.com/in/yourname)
- Open to Work badge enabled (if actively searching)
- Banner image reflects your professional brand or industry

Headline (Most Important Field)

- Goes beyond your job title — communicates your value and expertise
- Includes key skills or industry terms recruiters search for
- Example: "AI Workforce Strategist | Helping Organizations Build Readiness for the AI Era"
- Maximum 220 characters; every word should earn its place

About Section

- Written in first person; tells your professional story with clarity and warmth
- Opens with a compelling hook — your mission, belief, or what you solve
- Covers your key expertise areas and the audiences you serve
- Ends with a clear call to action (connect, reach out, visit website)
- 3–5 short paragraphs; use line breaks for readability

Experience & Skills

- All current and relevant past roles listed with descriptions
- Skills section includes at least 10 relevant skills
- Top 3 pinned skills align with your target role
- Endorsements requested from colleagues for key skills
- Featured section includes a portfolio item, article, or link

Activity & Visibility

- Posting or engaging 2–3x per week to stay visible in recruiter searches
- Commenting thoughtfully on industry content to build network presence
- Creator Mode enabled if you publish content regularly
- LinkedIn Job Match feature reviewed before each application

RECOMMENDED FREE TOOLS

- Teal — Free ATS resume builder and job tracker (tealhq.com)
- Careerflow — Free LinkedIn profile optimizer (careerflow.ai)
- LinkedIn Job Match — Built-in AI tool showing how your profile matches job postings
- Jobscan — Paste your resume and job description to check ATS keyword match score

This checklist is part of the ENAID Advisory free resource library. For personalized resume and LinkedIn strategy, explore Career Readiness services at www.enaidadvisory.com.