The Resume Refresh Checklist

9 small ***but powerful*** tweaks mid-career professionals can make in under 15 minutes to increase interview traction.
(Do these before you apply to anything else.)

	Done
DELETE "responsible for" Replace with strong action verbs. ➔ built, led, delivered, optimized, created, launched, scaled, improved	☐
PUT RESULTS FIRST Rewrite bullets to start with outcomes, not tasks. Format: result ➔ how you did it (brief)	☐
QUANTIFY ONE THING PER SECTION Numbers = authority. Examples: % increased, $ saved, # reduced, time shortened.	☐
CUT ANY BULLET THAT ANYONE IN YOUR ROLE COULD SAY If it's generic ➔ it's invisible.	☐
MOVE PROMOTIONS + SCOPE EXPANSION UP FRONT Mid-career = growth story. Highlight advancement early.	☐
REMOVE YEARS OLDER THAN 15 Keep it relevant + modern. (no one needs 2008 details)	☐
UPDATE YOUR HEADLINE WITH THE JOB YOU WANT - NOT THE JOB YOU HAVE Align résumé to your next chapter, not your past.	☐
ADD 5–10 SKILLS FROM TARGET JOB DESCRIPTIONS This improves ATS alignment instantly.	☐
SHORTEN BULLETS Aim for 1–2 lines each ➔ concise = powerful	☐