The Career Compass
Building Career-Ready Professionals for the Real World of Work.

Resume & LinkedIn Readiness Checklist

Your Career Profile Should Show More Than Your Qualification

Who is this for? Students, graduates and early-career professionals

Purpose: Check whether your profile communicates capabilities clearly and credibly.

Resume

☐ My resume is easy to scan.

☐ Contact information is accurate and professional.

☐ Education is clear and relevant.

☐ Projects/internships/experience are included where relevant.

☐ I describe contribution, responsibilities or outcomes.

☐ I highlight relevant skills.

☐ I tailor the resume to the role.

☐ There are no avoidable errors.

☐ Every claim is truthful and explainable.

LinkedIn

☐ My profile photo is professional.

☐ My headline communicates my current stage and direction.

☐ My About section explains what I am interested in and bring.

☐ Education and experience are complete.

☐ Skills reflect target roles.

☐ Profile is consistent with my resume.

☐ I am building relevant professional connections.

☐ My visible activity supports a professional image.

Final Reality Check

☐ Can someone understand what I can contribute within a minute?

☐ Does my profile show evidence, not just adjectives?

☐ Have I removed irrelevant or outdated information?

☐ Would I be comfortable discussing everything shown?

My Next 3 Actions

1. _____

2. _____

3. _____

Career Compass reminder: A compass provides direction. It does not walk the journey for you.