

Sl. No.	Check Point	Check
<b>Contact Information:</b>		
1)	Check if you have included your full name, phone number, and email address.	<input type="checkbox"/>
2)	Verify that your LinkedIn profile or other relevant professional links are provided.	<input type="checkbox"/>
<b>Objective Statement:</b>		
3)	Ensure your objective statement is clear, concise, and tailored to the job you're applying for.	<input type="checkbox"/>
4)	Use action verbs to describe your career goals and highlight your value proposition.	<input type="checkbox"/>
<b>Education:</b>		
5)	Confirm that you have listed your educational qualifications, including degrees, certifications, and the name of the institution.	<input type="checkbox"/>
6)	Use verbs such as "earned," "obtained," or "completed" to describe your educational achievements.	<input type="checkbox"/>
<b>Skills:</b>		
7)	Review your skills section and include both technical and soft skills relevant to the mechanical engineering field.	<input type="checkbox"/>
8)	Utilize action verbs such as "demonstrated," "implemented," or "utilized" to emphasize your proficiency in each skill.	<input type="checkbox"/>
<b>Work Experience:</b>		
9)	Ensure you have listed your work experience in reverse chronological order, starting with the most recent position.	<input type="checkbox"/>
10)	Use strong action verbs like "managed," "led," "developed," or "implemented" to describe your job responsibilities and achievements.	<input type="checkbox"/>

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<b>Achievements:</b>		
11)	Check if you have included specific accomplishments and quantifiable results in your work experience section.	<input type="checkbox"/>
12)	Utilize action verbs like "achieved," "increased," "succeeded," or "delivered" to highlight your notable achievements.	<input type="checkbox"/>
<b>Projects:</b>		
13)	Include relevant mechanical engineering projects you have worked on, both during your education and professional experience.	<input type="checkbox"/>
14)	Use action verbs such as "designed," "analysed," "optimized," or "implemented" to describe your involvement in each project.	<input type="checkbox"/>
<b>Technical Proficiency:</b>		
15)	Verify that you have listed your proficiency in relevant technical tools, software, and programming languages.	<input type="checkbox"/>
16)	Use action verbs like "utilized," "operated," or "applied" to demonstrate your proficiency in each technical skill.	<input type="checkbox"/>
<b>Professional Associations:</b>		
17)	Check if you have mentioned any memberships in professional engineering associations or societies.	<input type="checkbox"/>
18)	Use verbs such as "joined," "participated," or "contributed" to describe your involvement in these organizations.	<input type="checkbox"/>
<b>References:</b>		
19)	Decide whether to include references on your resume or state that they are available upon request.	<input type="checkbox"/>
20)	Use action verbs such as "provided," "furnished," or "supplied" when indicating your willingness to provide references.	<input type="checkbox"/>

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<b>Formatting and Grammar:</b>		
21)	Ensure consistency in font, spacing, and formatting throughout the resume.	<input type="checkbox"/>
22)	Use action verbs like "reviewed," "proofread," or "edited" to check for grammatical errors and ensure clarity.	<input type="checkbox"/>
<b>Tailoring:</b>		
23)	Review your resume to ensure it is customized for each job application.	<input type="checkbox"/>
24)	Use verbs such as "tailored," "customized," or "aligned" to describe the process of adapting your resume to specific job requirements.	<input type="checkbox"/>
<b>Readability:</b>		
25)	Check if your resume is easy to read, with clear headings, bullet points, and organized sections.	<input type="checkbox"/>
26)	Use action verbs like "improved," "clarified," or "enhanced" to describe efforts made to enhance readability.	<input type="checkbox"/>
<b>Keywords:</b>		
27)	Verify that your resume includes relevant keywords specific to the mechanical engineering field and the job you are targeting.	<input type="checkbox"/>
28)	Use action verbs such as "incorporated," "integrated," or "optimized" to show the deliberate inclusion of industry-specific keywords.	<input type="checkbox"/>
<b>Proofreading:</b>		
29)	Carefully proofread your resume to eliminate any spelling, grammar, or punctuation errors.	<input type="checkbox"/>
30)	Use action verbs like "scrutinized," "examined," or "double-checked" to emphasize the importance of thorough proofreading.	<input type="checkbox"/>