The Ultimate Checklist for an
SVG Sales-Ready Résumé

1. THE BASICS

Name and up-to-date contact info go at the top of the page where recruiters won't miss it. But don't include a photo—we're more interested in your accomplishments.

2. CLEAN IT UP

Keep text and design clean, functional, straightforward, and easy-to-read throughout. No more than two different fonts. Limit your design elements—less is more!

3. PROOFREAD

Proofread. Proofread. Proofread. There are no excuses for errors. This is your first impression—so make it count!

4. LESS IS MORE

Your entire resume should fit on one page—if Elon Musk can do it, so can you.

5. TELL YOUR STORY

Keep your experience in chronological order. This makes it easy for recruiters to get a sense of your career path and how you've grown.

6. KEEP IT RELEVANT

Only include experience related to the position you're applying for. Don't have direct experience? Not a problem. Consider your transferable skills. People with retail, customer service, entrepreneurial, and restaurant experience have plenty of relevant skills we look for.

7. MEAN IT

Avoid cliché buzzwords to describe yourself. Team player. Detail oriented. Hard worker. These are boring, overused, and lack meaning. Think about what truly makes you who you are—and get creative!

8. BRAG A LITTLE

Add in specific contributions and accomplishments for each position you list—not just details about the day-to-day of your role. Don't be shy here! We want to know how you've made the most of every opportunity you've had. Use numbers and stats—we love data!

9. SET YOUR GOAL

Include a 1-2 sentence summary at the very top that explains exactly who you are and what you're looking for next. Make it sales-focused, SVG-specific, personal, and goal-oriented—and you're sure to catch some attention.

10. NO REFERENCES ALLOWED

Leave out any personal references—or that they're "available upon request". This is a space-waster. Recruiters know to ask when the time is right!

11. PROOFREAD... AGAIN

Did we mention proofreading? Do it one more time.

12. EXPORT LIKE AN EXPERT

Wrap it all up so it's ready to send. Save it as a PDF. Give it a simple name (YourNameResume.pdf– recruiters will see this!). And keep it somewhere you can find it again.

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