



The Truth
at Work

Resume Readiness Scorecard

Based on True Work Methodology



EXPERIENCE

Scoring	Your Score
0 or 1 Point	0 or 1 Point

Remembering

Brainstorming	1		I sat down to recall all my work history
Questioning	1		I challenged myself to remember every year of my employment
Talking with Others	1		I asked others to help me recall the past

Gathering

Old Resumes	1		I secured copies of all my old resumes and read them
Current Resume	1		I have a copy of my most recent, even if old, resume
Reference Letters	1		I have copies of reference letters available if they exist or I'm asking
Used Cover Letters	1		I secured copies of all my old cover letters and looked at them
Performance Reviews	1		I secured copies of all my old performance reviews from managers

Deciding

How Many Years	1		I know how many years I want to include
Relevance Today	1		I've decided what matters and what doesn't
Fact Checking	1		I've reviewed all dates, numbers, claims, names and titles
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STRUCTURE

Scoring	Your Score
0 or 1 Point	0 or 1 Point

Format

Contact Info	1		I've included my professional name as I use it, phone, email, LinkedIn, and/or portfolio website
Executive Summary	1		I've stated what kind of professional I am and my differentiators
Job Experience	1		My current and prior jobs, companies, titles, years, locations, and results are listed
Education & Training	1		My formal and informal degrees, titles, certifications, and licenses are included
Skills & Accomplishments	1		Any special skills of language, software, and unique credentials are reported

Design

Type of Resume	1		My resume is either a chronological, hybrid, or functional type
Margin & Space	1		My margins are at least 1 inch and I have visible "white space"
Font	1		My font is 10.5 or greater and basic such as Times New Roman or Arial
Graphics	1		My resume is "boring" looking unless I'm in a creative field such as graphic design or marketing

Technology

Digital Footprint	1		I have searched for and triaged any negative mentions of my name and past on the internet
Keyword / SEO	1		I have included my industry and role's top 5 keywords in my resume
Dealing with the ATS	1		I have both Word and PDF versions of my resume
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REVIEW

Scoring	Your Score
0 or 1 Point	0 or 1 Point

Narrative

Straight vs. ZigZag	1		I've determined that the story of my career is a "straight up the ladder" or an "all over the place Zig Zag adventure"
Ownership	1		I fully own my past and present and I don't make any apologies for it
Making Sense	1		When someone else reads my resume I don't have to explain it to them; they "get it" on their own
Obvious, Fast and Easy	1		My resume is comprehensible inside of 60 seconds

Power Bullets

Quantity	1		I have 1-2 bullets per year of my experience
Tense	1		My current job is in present tense and my past jobs are in past tense
Verbs vs. Adjectives	1		I'm heavier on verbs and much lighter on adjectives
Role & Company	1		I state what my role is/was and I have a description of all companies
Passive vs. Active	1		I use the active voice only because it's my story, not someone else's

Results

Metrics / ROI	1		I demonstrate Return-on-Investment as an employee or business owner
Quantitative	1		I use numbers to demonstrate results
Qualitative	1		I can describe the results I generated
Impact / Legacy	1		I moved the organization from point A to point B and described it
Change	1		I included specific change I enacted

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REVIEW

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Hacks

"Free" Online Review	1		I've taken advantage of online software to test my resume
Design Templates	1		I've downloaded or purchased template if I want design
Cover Letter	1		I'm drafting a Cover Letter
Audit / Feedback	1		I've shared my resume with 2-3 trusted individuals and received constructive feedback
A/B Split Testing	1		I'm testing my version A and version B of my resume with target employers
Tailoring & Tracking	1		I'm carefully monitoring where, when, and what I'm sending to employers

Mindset

Confidence	1		I believe in my resume
Anxiety & Depression	1		My resume doesn't give me great distress
Analysis Paralysis	1		I'm not stuck in a vicious cycle of editing and haven't sent out my resume
Frankenstein	1		My resume hasn't been ripped apart and sewn back together again too many times
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Killers	Subtract -5 Points		
Undervaluing	-5		I'm doing a disservice to myself by not properly including or describing my value
Lying	-5		Parts of my resume are simply untrue
No Numbers	-5		I haven't included any tangible metrics
No Intention	-5		My resume doesn't have a clear direction or ask
Over Sanitized	-5		I have stripped down my resume so much that it's no longer recognizably me
Too Brief / Too Long	-5		I've omitted or included so much stuff that my resume is either anorexic or morbidly obese
Lame Language	-5		I deflect my value by giving credit to other colleagues with words such as "supported" or "helped"
	-35		

Your Total Score

KEY

40-47	Ready to go!
35-40	You're nearly there, just a few more changes
30-35	Make time to rewrite your 1st draft, with some adjustments you'll be ready
Under 30	Reconsider your motivation to get a new job and/or hire help to get it done