

Career Readiness Checklist

A practical self-audit for a clearer resume, stronger professional presence, and more confident job search.

YOUR STARTING SCORE

_____ / 20

Check each completed item. Use your score to decide what to improve first.

1. Career direction

- I can name the roles I am targeting.
- I can explain the value I bring in one or two sentences.
- My target roles match my experience, skills, and priorities.
- I have a short list of industries and employers to explore.

2. Resume essentials

- My headline and summary clearly support my target role.
- My bullets focus on outcomes, not only responsibilities.
- I use numbers, scope, or business impact where possible.
- My resume is easy to scan and uses consistent formatting.
- My resume avoids unnecessary personal or private information.

3. LinkedIn presence

- My headline is specific and searchable.
- My About section tells a clear, credible career story.
- My experience supports the same direction as my resume.
- My profile includes a professional photo and current contact path.

4. Interview readiness

- I have five adaptable stories using situation, action, and result.
- I can explain career transitions or gaps with confidence.
- I have researched the role, team, and organization.
- I have thoughtful questions for the interviewer.

5. Search strategy

- I track applications, contacts, follow-ups, and outcomes.
- I tailor the top third of my resume for priority roles.
- I combine online applications with targeted outreach.

How to use your score

16-20: Ready to move - Your foundation is strong. Focus on targeted applications, networking, and interview practice.

10-15: Build the bridge - Choose the two weakest areas and improve them before increasing application volume.

0-9: Start with strategy - Clarify your direction and core story first. Strong materials follow a strong strategy.

Want a second set of eyes?

Use the free on-site resume assessment for a quick self-check, explore anonymized examples, or book a consultation with Christopher Tabora for personalized guidance.

career-document-library.pugdad92.chatgpt.site