IBA EDU

RESUME
Audit Checklist
-2026 Edition

The 6-Second Resume Audit: 2026 Edition

Can your resume survive the first 6 seconds? If you can't check at least 12 of these boxes, you are likely stuck in the "Resume Blindspot."

1. Visual Impact & Scannability (The 2-Second Hook)

- [ ] **Professional Header:** Includes a clickable LinkedIn profile link and a professional phone/email.
- [ ] **The "Z-Pattern" Layout:** Is your most important info (Skills/Projects) placed where the eye naturally lands?
- [ ] **Clean Typography:** Using a modern, ATS-friendly font (Inter, Roboto, or Calibri) at 10-12pt size.
- [ ] **White Space:** The document isn't a "wall of text"; there is breathing room between sections.

2. Proof of Performance (The 4-Second Deep Dive)

- [ ] **Practical Over Theory:** Your "Projects" or "Experience" section is placed *above* your Education.
- [ ] **Quantifiable Results:** You used numbers (e.g., "Handled 50+ mock customer queries" or "Automated 3 weekly reports").
- [ ] **Industry-Ready Certifications:** You've listed specialized training like [Practical Banking Mastery](#) to prove you know the workstation.
- [ ] **Action Verbs:** Every bullet point starts with a strong verb (e.g., *Managed, Developed, Simulated, Analyzed*).

3. The 2026 Tech Stack (The Differentiator)

- [ ] **AI-Literacy:** Explicitly mentions mastery of [Google AI Nexus](#) or Agentic AI tools.
- [ ] **Visual Communication:** Lists [Canva for Professionals](#) or similar tools for corporate storytelling.
- [ ] **Software Proficiency:** Mentioning specific banking or CRM software interfaces you've practiced on.
- [ ] **Digital Portfolio:** A link to a portfolio or a "demo" of your work (e.g., a Canva presentation or an AI-generated report).

4. ATS Compliance (The Machine Filter)

- [ ] **Keyword Optimization:** Does your resume contain at least 5 keywords from the actual job description?
- [ ] **Standard Headings:** Using common titles like "Work Experience" and "Education" so the AI doesn't get confused.
- [ ] **No Tables/Images in Text:** Ensuring the core text is readable by "bot" scanners (save the fancy design for the human version).
- [ ] **PDF Format:** Saved as a PDF with a clear file name: *Firstname_Lastname_Banking_Resume.pdf*.

Final Score:

- **12-16 Checked:** You're a Resume Rockstar. Expect the phone to ring!
- **8-11 Checked:** You're visible, but you're probably getting "maybe" instead of "yes."
- **Below 8 Checked:** You are currently **Invisible.**

Don't let your hard work go to waste because of a "Blindspot." As a well-wisher in your career journey, I recommend spending the next 60 days filling these gaps. Whether it's mastering the [Banking Workstation](#) or the [AI Tech Stack](#), your future self will thank you for taking action today.

Thank you!