

RESUME CRITIQUING GUIDELINES

Layout/Appearance:

- ❑ Is it neat, concise and easy to read?
- ❑ Do topic-heading (and your name) stand out?
- ❑ Is your resume free of typographical errors and misspelled words?
- ❑ Is the resume well organized and professional looking?
- ❑ Were you consistent with verb tenses and placement of headings and content (indented, bold and underlined)?
- ❑ If your resume is more than one page, is the most relevant information on the first page?

Content:

- ❑ If more than one telephone number and address is included, is it clear when each is to be used?
- ❑ If an objective statement appears, does it project knowledge of the desired career field by using appropriate phrasing?
- ❑ Have you presented schools, degrees, emphasis, areas of concentration, relevant academic experience and courses and honors?
- ❑ Have you included all experiences that project skills, accomplishments and show results (noting facts and figures when appropriate)?
- ❑ Did you describe experience using action verbs?
- ❑ Does your resume match your best skills with the needs of the employer?
- ❑ Are experiences grouped according to topics that relate to your goals or objectives?
- ❑ Have you presented your experiences in reverse chronological order or are your experiences in the order of most relevant to the top of your resume (combinational format)? Or, if you are returning to workforce or changing careers, is your resume in the format of a functional resume?
- ❑ Have you presented your skills in the language of potential employers, industry or profession?
- ❑ Have you listed appropriate activities, noting leadership positions?

Order of Elements:

- ❑ Does it lead with your strengths, accomplishments and focus on “your relevant experience?”

Overall Impression:

- ❑ Will your resume make a strong, positive, professional impression on the reader?
- ❑ Is your resume the most professional presentation of your ability to complete a task effectively and successfully?