

# Resume Checklist and Critique

Take some time away from your resume and then revisit it through the eyes of a prospective employer. Keep in mind that resumes are initially scanned by eye or machine (i.e., to meet resume-search-technology requirements) before they are read thoroughly and you are considered a candidate. Remember that a resume is an advertisement that demonstrates **who you are**, **what you have done**, **what you do** and **what you can do**.

<b><u>ITEM</u></b>	<b><u>How could it be improved?</u></b>
<b>1) <u>OVERALL APPEARANCE:</u></b> Would you want to read it?	
<b>2) <u>LAYOUT:</u></b> Does the resume look professional – well typed, with good spacing, consistent fonts, etc. Do the key points stand out?	
<b>3) <u>LENGTH:</u></b> Could the resume tell the same story if shortened?	
<b>4) <u>RELEVANCE:</u></b> Has extraneous material been eliminated?	
<b>5) <u>WRITING STYLE:</u></b> Is it easy to get a picture of your qualifications?	
<b>6) <u>ACTION ORIENTED</u></b> Do sentences and paragraphs begin with action verbs?	
<b>7) <u>SPECIFICITY:</u></b> Does the resume avoid generalities and focus on specific information about your experience, projects, etc.?	
<b>8) <u>ACCOMPLISHMENTS:</u></b> Are your accomplishments and problem solving skills emphasized?	
<b>9) <u>COMPLETENESS:</u></b> Is all important information included? (contact info, job/life experience, skills, honors, etc.)	
<b>10) <u>BOTTOM LINE:</u></b> How well does the resume accomplish its ultimate purpose of getting the employer to invite candidate for an interview?	



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## **A few more items to make sure all pertinent information is captured in your resume:**

### **Personal Information:**

Full Name (re: official name is preferred for legality (IRS), background checks, etc.), home address, telephone number, email address

### **Experience:**

Work experience, military experience if relevant, school projects, summer jobs, internships, part-time jobs, relevant hobby experience

### **Skill Set:**

Target 3 or 4 skills that are most relevant to your objective supported with accomplishments where possible

### **Activities:**

Where relevant to the position sought: Associations, memberships, clubs, professional societies, scholastic honors, church participation, volunteering, sports interests/achievements, special projects, committee assignments

### **References:**

Typically provided upon request, but if you have a reason to include them, give both professional and character references, being sure to get permission before submitting anyone's name as a reference