

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**.

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