

# How Does Your Resume Measure Up?

Evaluate your resume against the following criteria – mark each step with “X”

Name: \_\_\_\_\_

## Appearance/Format

- \_\_\_ Appropriate format to illustrate skills and experience.
- \_\_\_ Bold, italics, capitalization, and spacing to produce a visually attractive document.
- \_\_\_ Font style and size is appropriate, consistent, and easy to read.
- \_\_\_ Sections arranged so that the most important information is listed first (top to bottom; left to right).
- \_\_\_ Length of resume appropriate to your experience.

## Heading

- \_\_\_ Location of name and contact information.
- \_\_\_ Current contact information.
- \_\_\_ Professional email address.

## Objective

- \_\_\_ Clear and concise.
- \_\_\_ Realistic career plans.
- \_\_\_ Supported by the rest of your resume.

## Summary of Qualifications

- \_\_\_ General skills and personal attributes that demonstrate that you are a strong candidate for the job.

## Education/Coursework

- \_\_\_ Extraneous/irrelevant information. Need only list your current degree/major and postsecondary degrees previously obtained.
- \_\_\_ Degree(s)/Majors are named appropriately and listed in reverse chronological order.
- \_\_\_ School name and location (city, state) are provided.
- \_\_\_ Only the month and year of graduation.
- \_\_\_ Overall GPA only if it is 3.0 or higher.
- \_\_\_ Relevant courses reflect appropriately titled.

## Experience/Skills

- \_\_\_ Experience is appropriately separated into Relevant and Additional Experience sections if applicable.
- \_\_\_ Utilized reverse chronological order when listing experience.
- \_\_\_ Emphasize appropriate experiences (PT/FT employment, activities, volunteer work, etc.) related to your objective.
- \_\_\_ Provide complete information for each entry: Organization, location (city, state), dates (generally years only), and position title.
- \_\_\_ Use action verbs (supervised, oversaw, designed, etc.) to describe responsibilities and accomplishments.
- \_\_\_ Provided quantifying information when appropriate: Supervised 10 employees.
- \_\_\_ Illustrate skills appropriate to stated objective.
- \_\_\_ Create statements that describe measurable accomplishments.

## Honors/Memberships/Activities

- \_\_\_ Provide names of organizations (professional, community, campus) you've been involved with.
- \_\_\_ Indicate positions held and/or recognitions received from organizations.
- \_\_\_ Include high school activities and awards **ONLY** if you are a freshman/sophomore student or it reflects a trend in interest without utilizing needed space.)

## Grammar/Spelling

- \_\_\_ Correct any misspellings.
- \_\_\_ Utilize appropriate verb tense throughout resume.
- \_\_\_ Sentence structure is clear and organized.
- \_\_\_ Avoid personal pronouns and complete sentences.
- \_\_\_ Utilize capitalization/punctuation consistently.