

Resumé Critiquing Guide

When reviewing your resume, ask yourself these questions to see if your resume needs improvement in any of the following areas:

Sequencing of Information

Have you ranked in order the different sections (after your heading and objective) from most to least important?

While still maintaining chronological order, did you begin with what you see as most relevant, most impressive about your (education, work, skills, etc.?)

Layout/Appearance

Is your resume visually appealing?

Does it look professional, typed without mistakes and formatted in an easy-to-read manner?

Is your resume scannable?

Have you used “white space,” (margins, spacing and capital letters) effectively?

Length/Relevance

Can you provide a rationale for each piece of information included (in terms of its relevance)?

Have you presented the material concisely?

Have you considered an opening “summary” section if your resume is two pages?

Writing Style

Does your text convey all of your important qualifications through key words, skill summaries, action verbs, and the use of appropriate examples?

Have you avoided generalities and focused on specific projects, products, etc.?

Have you used short concise statements, and avoided using personal pronouns (I, me, my)?

Grammar, Spelling, Syntax

Have you checked for uncertainties regarding spelling, sentence structure, wording or punctuation?

Final Notes

Are you proud of the way your resume looks and reads?

If you were an employer, would you want to interview the person represented by this resume?

Heading

Are your name and address clear?

Have you included your phone number(s) and e-mail address?

Career Objective

Does your career objective describe the position without sounding too specific or too vague?

Have you used phrases to describe your career fields?

If your goals are diverse, are you using resumes with different objectives for various interviews?

Education

Is the name of the institution, degree, major, and date of graduation clear?

Did you include specific areas of study?

Have you included honors/awards; high GPAs?

If you lack significant work experience, have you presented course projects, special research, or other education-related experiences?

Experience

Have you emphasized skills and used action verbs?

Have you explained actual activities and accomplishments?

Are experiences cited in reverse chronological order, most recent first?

Personal Qualities/Special Skills

If you've included a "Highlights of Qualifications" section, have you emphasized job-related qualities?

Have you included technical skills?

Have you provided clear and concise examples of how you have demonstrated these qualities or skills?