

critiquing resumes

FIRST GLANCE

1. Pick up the resume. Spend 5 seconds scanning it. Place it face down in front of you. What are your first impressions?
2. Would the overall appearance make an employer want to read it? Is the layout professional?
3. Is the information organized so it is easy to read? (Can you skim it and easily identify key points?)

BASICS

4. Are there any spelling, grammatical, or mechanical errors? Are the headings and lists consistent and parallel?
5. Are “attention getters” such as **boldface**, underlining, and *italics* used appropriately and effectively?
6. Are name, address (including zip code), and phone number (including area code) included?

CORE CONTENT

7. If the resume is more than one page, does it merit more than one page?
8. Do statements begin with action verbs and communicate accomplishments and results?
9. Are pertinent skills and competencies included? Are they well-categorized?
10. If there is an objective statement, is it well-written and clear? Does the content point to and support the employment objective?
11. Are employment experiences listed in reverse chronological order?
12. Is information logically developed, going from most important to least important?

OVERALL

13. Does the person’s strengths stand out? Is it easy to get a clear picture of their qualifications?
14. Does the resume stress accomplishments, skills, and problem-solving abilities more than responsibilities and duties?
15. Does the resume avoid generalities and focus on specific experiences, projects, products, skills etc.?
16. Has irrelevant information been eliminated? Could the resume tell the same story if it were shortened?
17. Does the resume contain what you feel is an honest presentation of the person’s skills and abilities?