

# Resume Review Form

Student: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Professor/Course: \_\_\_\_\_

E=Excellent

A=Adequate

NI=Needs Improvement

Comments provided on back.

## Appearance/Format

- Used appropriate format (chronological, functional, combination) to illustrate skills and experience.
- Utilized bold, italics, capitalization, and spacing to produce a visually attractive document.
- Font style and size is appropriate, consistent, and easy to read.
- Sections are arranged so that the most important information is listed first (top to bottom; left to right).
- Length of resume is appropriate given your experience.

## Heading

- Name and contact information is located at the top of your resume.
- Only one professional email address is provided.

## Objective

- Is clear and concise.
- Indicates realistic career plans.
- Is supported by the rest of your resume.

## Education/Coursework

- Does not contain extraneous/irrelevant information. Need only list your current degree/major and postsecondary degrees previously obtained.
- Degree(s)/Majors listed are named appropriately and listed in reverse chronological order.
- School name and location (city, state) are provided.
- Only the month and year of graduation is specified.
- Overall GPA is included if it is 3.0 or higher.
- Relevant courses (if provided) are appropriately titled and are 3000 level or higher. Major courses irrelevant to your stated objective are omitted.

## Experience/Skills

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

## Honors/Memberships/Activities

- Provided names of organizations (professional, community, campus) you've been involved with.
- Indicated positions held and/or recognitions received from organizations.
- Did not include high school activities and awards. (The only exceptions to this are if you are a freshman/sophomore student or it reflects a trend in interest without utilizing needed space.)

## Grammar/Spelling

- Does not contain any misspellings.
- Utilized appropriate verb tense throughout resume.
- Sentence structure is clear and organized.
- Avoided personal pronouns.
- Utilized capitalization/punctuation consistently.