

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.