

# RESUME CRITIQUE CHECKLIST

*JCCC Career Development Center*

## First Impression

- The resume looks original and not based on a template.
- The resume is inviting to read, with clear sections and ample white space.
- A qualifications summary is included so the reader immediately knows the applicant's value.

## Objective

- The career objective is simple and customized for the position.

## Format

- The font is easy to read and has no more than 3 font sizes.
- The use of bullets, bolding and underlines are limited.
- Spacing and margins are consistent throughout the resume.
- All resume sections are clearly labeled.
- Sections are placed in the best order to highlight the applicant's strongest credentials.
- The work history is listed in reverse chronological order (most recent job first).
- The resume is one page or 1 ½ -2 pages maximum.
- If the resume goes to a second page, the contact information and the words "Page 2" are at the top.

## Writing Style

- Personal pronouns (I, me or my) are omitted.
- The content flow is logical and easy to understand.
- The phrase "References available on request" is not used.
- The resume is free of typos, spelling, grammar or syntax errors.
- The resume has been proofread by at least one other person.

## Accomplishments

- The resume includes a relevant sample of career accomplishments.
- Accomplishments are quantified by using numbers, percentages, and dollar amounts as measures of success.
- Accomplishment statements begin with strong, varied action verbs (present job = present tense or past job = past tense).
- Each statement describing work experience is prioritized in order of importance/relevance.

## Relevance

- The resume is tailored to the job requirements.
- The resume uses appropriate keywords and industry acronyms.
- Applicable additional information, such as awards and affiliations, is included.

## COMMENTS

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March 2010

# Resume Evaluation

*JCCC Career Development Center*

	<b>Resume should effectively land you an interview. GOOD JOB!</b>	<b>Resume could land you an interview (borderline case).</b>	<b>Resume is average, needs improvement to rise to the “top of the stack.”</b>	<b>Resume needs significant improvement and would be discarded during screening.</b>
<b>FORMAT</b>	This resume fills the page but also is not overcrowded. There are no grammar or spelling errors. This resume could be easily scanned. Summary of Qualifications highlight value.	This resume almost fills the page but has some uneven white space. There may be a single spelling or grammar error here. Summary of Qualifications included but too vague.	The font and spacing of this resume are not appealing and easily scanned. There are more than one spelling or grammar errors. Summary of Qualifications but not relevant.	This resume is either one-half page or two to three pages long. There are more than 3 font sizes. Font selected is distracting. There is more white space than words on the page. There are multiple spelling errors. Missing Summary of Qualifications.
<b>EDUCATION SECTION</b>	This section is organized, clear, and well-defined. It highlights the most pertinent information. This section includes: institution with its location, graduation date, major, degree, study abroad, and any relevant course work.	This section is organized and easy to read. This section includes: institution with its location, graduation date, major, and degree. Also, “extra” information such as study abroad and course work are not mentioned.	This section is not well organized. Information such as institution with its location, graduation date, and major are included. Degree is not listed. There is no order to how information is formatted in this section.	This section is missing the most crucial information. Institution is listed without a location. Graduation date is not listed. Major is listed but not degree.
<b>EXPERIENCE SECTION</b>	This section is well-defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Descriptions are clear and well marketed in the form of bullet statements beginning with action verbs. This section could be split into related and other experience.	Descriptions are clear in the form of bullet statements beginning with action verbs. Descriptions are not detailed enough to fully understand what was done. Information does not relate 100 percent to the intended career field. Places of work, location, titles, and dates are included for each position.	Descriptions are not in the form of bullets beginning with action verbs. Complete sentences in paragraph form are used to describe previous positions. Places of work are included for each position but not locations, dates, and titles.	This section is not well defined, and there is no order to the descriptions of each position. Descriptions are not detailed and offer no illustration of what was done. No locations and dates of employment are listed.
<b>HONORS/ ACTIVITIES</b>  (optional)	This section is well organized and easy to understand. Activities and honors are listed and descriptions include skills gained and leadership roles held. Dates of involvement are listed.	This section includes all necessary information but is difficult to follow. Leadership roles within organizations are listed but skills are not defined. Dates of involvement are listed.	This section is missing key information such as leadership positions held or dates of involvement. Organizations are listed describing the organization, not individual involvement.	This section is missing or contains very little information. Organization titles or dates of involvement are not listed. No descriptions are listed.