

Resume Critique Worksheet

Role:

Industry:

Reviewed by:

- Career Services Staff
- Personal Connection
- Sector Decision Maker

Key Words
Knowledge:
Skills:
Qualifications:

Headings
<input type="checkbox"/> Specific
<input type="checkbox"/> Guides the reader
<input type="checkbox"/> Stands out with bolding or caps

Layout
<input type="checkbox"/> Reverse Chronological
<input type="checkbox"/> Hybrid
<input type="checkbox"/> Functional
<input type="checkbox"/> International
<input type="checkbox"/> Federal Government

Relevance of Information
<input type="checkbox"/> Use of appropriate coursework
<input type="checkbox"/> Language applies to role/sector
<input type="checkbox"/> Most relevant information is at the top
<input type="checkbox"/> Appropriate length for sector

Bullets
<input type="checkbox"/> Action verbs
<input type="checkbox"/> Concise
<input type="checkbox"/> Accomplishments
<input type="checkbox"/> Scope of Work

Basics
<input type="checkbox"/> No spelling errors
<input type="checkbox"/> No grammar errors
<input type="checkbox"/> Contact information is appropriate
<input type="checkbox"/> White space is appropriate

Action Steps:

- 1.
- 2.
- 3.

Resources:

- 1.
- 2.
- 3.

Resume Process

