

**RESUME CRITIQUE SHEET SCORING GUIDE**

| Content  | YES<br>5 Pts | SOMEWHAT<br>3-4 PTS | NO<br>2 Pts | 0 |
|--|--------------|---------------------|-------------|---|
| <b>CONTENT (40 pts)</b>  |              |                     |             |   |
| Does your resume have a heading--name, address, phone number and email?  |              |                     |             |   |
| Have you included a career objective?  |              |                     |             |   |
| Did you mention your GPA, if 3.0 or better?  |              |                     |             |   |
| Is your employment listed in reverse chronological order?  |              |                     |             |   |
| Have you used action verbs in describing your skills and duties in previous positions?   |              |                     |             |   |
| Did you include special awards, activities, or community involvement?  |              |                     |             |   |
| If you had a officer role in an organization, did you include your responsibilities?   |              |                     |             |   |
| Is your information relevant to the job for which you are applying?  |              |                     |             |   |
| <b>LANGUAGE (10 pts)</b>   |              |                     |             |   |
| Have you avoided the use of "I, my", etc   |              |                     |             |   |
| Are your verb phrases consistent? (present tense verbs for current job; past tense for previous)   |              |                     |             |   |
| <b>FORMAT (25 pts)</b>   |              |                     |             |   |
| Is your resume limited to one page?  |              |                     |             |   |
| Is your resume well-balanced across the page?  |              |                     |             |   |
| Do the major headings stand out on the page?   |              |                     |             |   |
| Does your resume use ONLY 1 or 2 fonts?  |              |                     |             |   |
| Have you used bolding, italics, underlines, bullets, or lines to show emphasis   |              |                     |             |   |
| <b>ACCURACY 25 pts</b>   |              |                     |             |   |
| Is your resume free of typographical errors?   |              |                     |             |   |
| Did you check spelling? (Don't rely solely on spell check!)  |              |                     |             |   |
| Are phone numbers, addresses, abbreviations typed consistently?  |              |                     |             |   |
| Are your dates accurate on your education and work history?  |              |                     |             |   |
| Have you obtained permission for the references you listed and does the contact information for them reflect their preference for being contacted? |              |                     |             |   |
| TOTAL POINTS EARNED OUT OF POSSIBLE 75 =   |              |                     |             |   |
| Comments:  |              |                     |             |   |