

OVERALL APPEARANCE	SATISFACTORY	NEEDS WORK
Is the layout/format pleasing to the eye?		
Does the resume look as if it fits comfortably within the page?		
Is the identifying information easy to understand? Correct?		
If two pages are used, does each page contain identifying information?		
Is the resume easily readable? (bullets used, no long sentences, no obscure fonts, no unexplained abbreviations)		
Does the resume use bold, italics and underlining to highlight key strengths?		
Is the information you wish to highlight located on the left side of the page and near the top?		
Does the resume capture attention and excite a person to find out more about you?		
SPECIFIC ATTRIBUTES	SATISFACTORY	NEEDS WORK
<u>Goal focused</u> : Does the text support the objective?		
<u>Length</u> : Could it tell the same story if it was shortened? Is it too short?		
<u>Relevance</u> : Is the material sequenced in order of importance? Has extra material been eliminated?		
<u>Action Oriented</u> : Do your statements begin with action verbs?		
<u>Completeness</u> : Is all important information included?		
<u>Bottom Line/Targeted Focus</u> : How well does the resume accomplish its ultimate purpose of getting the employer to interview you?		
<u>Specificity</u> : Does the resume avoid generalities and focus on specific information?		
<u>Qualified Results</u> : Are results of your past work experience quantified when possible?		
<u>Sections</u> : Are headings used for specific sections appropriate?		
<u>Activities/Interests</u> : Is there anything included that could detract from your candidacy? Anything controversial? Misleading?		
<u>Spelling and Grammar</u> : Is anything misspelled? Are words used correctly?		