

Name _____ Date: _____ Major: _____ Critiqued By: _____ Academic Year: _____

Have you attended a Career Center Resume Writing Workshop or had your Resume Critiqued by a Career Advisor **YES NO**

	1 point	2 points	3 points
Format	Resume is not an appropriate length (typically 1-2 pages). The font is too big or may be hard to read. There is too much white space.	The font and spacing of the resume is difficult to read. Information such as dates, location, position name, company are missing or some information is inconsistent (dates, bolding, underlining).	The resume makes good use of space, has consistent formatting throughout, and can be easily scanned.
Header	The header is hard to read and missing information. Email address may be inappropriate.	Your name and header information may be difficult to read or may not stand out on the page. Phone numbers may not be clearly labeled, some information may be missing, or there may be extra commas, spaces, or other characters misplaced.	Header information is easy to read and contains necessary information.
Objective or Professional Summary (OPTIONAL)	<i>Objective or professional qualifications summary is not tailored to the position.</i>	<i>Resume includes an objective or professional qualifications summary that is vague or too long and may not be targeted enough toward the position.</i>	<i>Resume includes an objective or qualifications summary that is short, specific and targeted to the position.</i>
Education Section	This section needs to be in reverse chronological order. Some information may be missing.	This section is missing some crucial information, i.e. institution listed without a location, graduation date, major and name of degree are not listed.	This section is organized, clear, and well defined. It highlights the most pertinent information. This section may include relevant coursework or honors and achievements (if applicable).
Experience Section	Positions need to be listed in reverse chronological order (within each section). Descriptions are not detailed and offer little illustration of what was done. No locations and dates of employment/experience are listed.	Descriptions are not in the form of concise statements beginning with action verbs. Descriptions may not be detailed and targeted to the employer. Positions, dates, locations or titles may be missing.	Places of work, location, titles, and dates are included for each position. Descriptions are detailed and tailored to the targeted employer with proper use of action verbs. If applicable, this section could include multiple categories (experience, volunteer and additional experience).
Other Sections	There are no additional sections such as: honors/awards, activities, campus involvement, professional organizations/associations, leadership and other transferable skills such as computer and language skills.	This section is missing key information such as positions held, affiliations/organizations, or dates of involvement. Section may contain acronyms. Leadership, teamwork, and other transferable skills are not apparent through the use of these sections.	These sections are well organized and easy to understand. They relate directly to the position for which one is applying. Leadership, teamwork, and other transferable skills are apparent through the use of these sections.
Communication Skills	There are spelling and grammatical errors. Resume does not display attention to details.	There are no spelling or grammatical errors however the level of writing is simplistic and could be enhanced.	There are no spelling or grammatical errors. Communication skills are excellent.
Total Score = _____/21 points	Resume needs improvement to stand out to employers. 6-11 points	Resume is acceptable but improvement could be considered. 12-18 points	Resume is strong and targeted to your intended industry/position. 19-21 points

Note: Save your document in a widely used format (e.g., PDF or Word) when sending electronically; you may also choose to use high quality paper when printing