

Critique Chart

It is important to create a resume that is strong and concise. It should clearly state your career goal with the body of the resume logically supporting this objective. Your resume makes a personal statement about you and your career. It is important that you feel comfortable with your resume format and content. If the final product doesn't make you feel proud to use it as your personal sales tool, take time to make the changes necessary to achieve this goal.

When critiquing your resume, the following chart can serve as a reminder of key points to review.

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 (as opposed to appearing crowded together or practically empty)?		
Is the identifying information easy to understand and correct?		
If two pages are used, does each page contain identifying information?		
If graphics are used, do they look professional or do they detract?		
Is the resume on 24 pound bonded paper, and is the print type clear and not smeared?		
Is the resume easily readable? (bullets used, no long sentences, no obscure fonts, no unexplained abbreviations)		
Does the resume use bold, italics and underlining appropriately to highlight key strengths?		
Is the information you wish to highlight located on the left side of the page and near the top of the page whenever possible? (for example, job title rather than employment dates listed in left margin)		
Does the resume capture attention appropriately and excite a person to find out more about you?		
<i>I would rate the overall appearance of this resume as:</i>		
Specific Attributes	Satisfactory	Needs Work
Goal focused: Does the text support the objective?		
Length: Could it tell the same story if it was shortened? Is it too short? Is it limited to no more than 2 pages?		
Relevance: Is the material sequenced in order of importance and relevance? Has extraneous material been eliminated?		

Format: Is the resume written in the best format (reverse chronological, skills-based or combination) that presents you in the most positive light?		
Action Orientation: Do sentences and paragraphs begin with action verbs?		
Specificity: Does the resume avoid generalities and focus on specific information about experiences, projects, products, etc.?		
Completeness: Is all important information included?		
Bottom Line / Targeted Focus: How well does the resume accomplish its ultimate purpose of getting the employer to interview you? Is it focused enough so that the employer is clear about what type of position you are seeking?		
Qualified Results: Are results of your past work experiences quantified when possible?		
Sections: Are the headings used for specific sections appropriate?		
Activities/Interests: Is there anything included that could detract from your candidacy? Anything controversial or misleading?		
Spelling and Grammar: Is anything misspelled? Are words used correctly and is the sentence structure correct? Are the verbs and descriptions appropriate to the level of the position you are seeking?		
<i>I would rate the specific attributes of this resume as:</i>		