



Yes No

FORMATTING

Is the resume an appropriate length?

Does the contact information include name, phone, & e-mail?

Is the font no larger than 12pt., but no smaller than 10pt.?

Is use of bold, italic, choice of font, bullet size, heading styles, etc. easy to read and consistent?

Optional: Does the contact information include a LinkedIn URL/E-Portfolio link, etc.?

Comments:

Yes No

EDUCATION SECTION:

Does the resume list degree, name of institution and graduation date?

Optional: Is overall GPA or major GPA included if 3.0 or higher?

Optional: Is there a "related coursework", "honors and awards", or "study abroad" section?

Comments:

Yes No

EXPERIENCE SECTION(S)

Are the experiences listed in reverse chronological order within each section?

Are the position title, organization, city/state location, and quarter/month + year listed?

Does the resume have bullet-point type statements that emphasize relevant skills and accomplishments?

Are active verbs being used to show contributions, actions, and strengths related to the position?

Are correct verb tenses being used throughout the resume?

Optional: Are additional sections included? Examples: relevant projects, leadership and involvement, extracurricular activities, volunteer experience, technical skills, etc.?

Optional: Does the objective or summary of qualifications contribute to the focus of the document?

Comments:

Yes No

FINAL REVIEW:

Does the resume avoid the use of the personal pronoun "I", "me", "my", and passive voice?

Is the resume free from spelling, punctuation & errors?

Is the resume free of acronyms and abbreviations that might be unfamiliar to others?

Comments: