

RESUME CRITIQUE WORKSHEET

Use the form below to evaluate how well your resume represents your skills and abilities to a potential employer. Ask a colleague or friend to look at it as well. Does it make an employer want to find out more? If not, now is the time to correct it and make improvements.

CRITIQUE QUESTIONS	Y	N	COMMENTS/CORRECTIONS
APPEARANCE SECTION			
Does your resume create a great first impression and make a prospective employer want to read it and give you an interview?			
Does it have sufficient white space? Does it have good margins?			
The suggested length of your resume varies among occupations, is your information portrayed in as few pages as possible?			
If it's a physical copy, is your resume on high-quality paper?			
CONTENT AND STYLE SECTION			
Is the information arranged so the key points are highlighted to draw attention to your key skills and competencies?			
Does the writing style clearly and succinctly paint an accurate picture of your unique skills and abilities? The use of electronic keyword searches by employers makes it crucial to include competencies, key technical, popular skill, and experience words for your preferred occupation.			
Are all verb tenses consistent? Use present tense verb phrases for jobs you currently hold and past tense for former jobs.			
Do the statements begin with strong active phrases that reflect the qualities of a person who takes action?			

Do the statements on your resume quantify and qualify your experiences by communicating “how many” and “how much” as you describe your experiences?			
Have you eliminated all irrelevant information? Could you shorten your resume and still tell your story?			
EXPERIENCE SECTION			
Have you translated your military experience into civilian language?			
Do you have an objective that is one sentence or a brief paragraph which clearly and concisely states your goal and briefly describes the particular position you are considering for employment?			
Did you have a skills summary which highlights key accomplishments?			
Is your work experience listed in reverse chronological order or most recent employment first?			
Are your listed volunteer activities applicable to the position you seek?			
Are your special achievements while on the job stressed more than your job requirements and duties?			
Do you clearly demonstrate your qualifications and strengths in a distinct manner and showcase your unique attributes?			
Do you highlight your ability to problem solve in a clear way that demonstrates your competence and “sells” your skills to the potential employer?			
Did you record all time frames and make sure that any gaps are covered? If not, are you prepared to explain why in your cover letter?			