# RESUME EVALUATION CHECKLIST

Print Form

***Contact Information:***

- ☐ Does not include full name
- ☐ Does not include complete contact information (address, phone and email)

Comments:

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***Objective (optional but encouraged):***

- ☐ Does not target specific position or career field
- ☐ Needs more specific fields which match the targeted position

Comments:

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***Education:***

- ☐ Does not include the full name/location of the institution
- ☐ Does not list degree accurately (ex: Bachelor of Science in Psychology)
- ☐ Needs to include the date of graduation
- ☐ Does not include the complete title of majors, minors, licensures, and certifications
- ☐ Check GPA; Include if 3.0 or higher
- ☐ Do you have any additional honors and awards (can be a separate section, if substantial)
- ☐ Entries are not listed in reverse chronological order (if more than one educational experience is listed

Comments:

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***Experience:***

- ☐ Does not include the full name/location of the company or organization
- ☐ Does not list the dates the position was held (years or month, years only-choose a format and be consistent
- ☐ Does not include the title of the position held
- ☐ Does not use statements emphasizing relevant skills and accomplishments
- ☐ Each action skill statement doe not begin with an action verb.
  - ☐ For further suggestions, see http://www.quintcareers.com/action_skills.html
- ☐ Phrases are not in the appropriate tense - **present** tense for current positions, **past** tense for prior positions
- ☐ Entries are not listed in reverse chronological order

Comments:

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COLLEGE OF MOUNT ST. JOSEPH

*Career and Experiential Education Center*
*5701 Delhi Road*
*Cincinnati, OH 45233*
*513.244.4888*
*Career_Center@mail.msj.edu*

***Activities and Memberships (College and/or Community):***

- ☐ Does not include the full name of the organization
- ☐ Does not list the dates the position was held (years or month, years only-choose a format and be consistent)
- ☐ Does not include the title of the position held, if applicable
- ☐ Does not include pertinent memberships and affiliations
- ☐ Do you have any additional honors and awards (can be a separate section, if substantial)
- ☐ Entries are not listed in reverse chronological order

Comments:

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***Software/Computer Skills:***

- ☐ Do you have proficiency in any computer or software programs? i.e. Microsoft Excel, Microsoft Word, Adobe In Design

Comments:

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***Overall Appearance:***

- ☐ Does not include the name and page number on all pages if more than one page in length
- ☐ Areas for possible formatting changes
  - ☐ Margins
  - ☐ Font sizes
  - ☐ Bullet points
  - ☐ Bolding
  - ☐ Italics
- ☐ Review grammar and spelling for errors
- ☐ Formatting needs to be adjusted for ease of review

Comments:

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Additional Comments/Suggestions: