Resume Evaluation Form

Attach a copy of this form to two (2) rough drafts of your resume and exchange for peer review.

Heading and Objective/Headline:
_____1. Name, address, phone number, and email address located at the top of the page
_____2. Clearly stated and focused Objective/Headline; emphasized position wanted

Overall Appearance:
_____3. One page/single spaced (print on plain white paper for this assignment)
_____4. Used only one professional looking font throughout, font size 11 or 12, name 14 or 16
_____5. Resume looks professional
_____6. Correct spelling, grammar, proper capitalization/punctuation (zero errors/ no periods)
_____7. No personal pronouns used (example: my, me, I, I'll, I'm, etc.)
_____8. Used short, clearly written success statements (no paragraphs)
_____9. Avoided complete sentences
_____10. Presented a positive picture of the applicant's qualifications for obtaining an interview

Layout/Organization:
_____11. Did not use a resume template from the internet or computer software program
_____12. Uncluttered and easy to read
_____13. Effectively used margins, white space, headlines, bold type, capital letters, etc.
_____14. Used bullets for success statements (bullets lined-up, one bullet-type, no sub-bullets)
_____15. Appropriate categories emphasized
_____16. Information presented from strongest to weakest
_____17. Consistent formatting used throughout
_____18. Education information in correct order:
First line: degree type (B.S. or B.A.), Major, Minor/Emphasis, Graduation Date
Second line: University, City, and State, (GPA optional)
_____19. Experience information in correct order: Job Title, Company, City, State, and Dates
_____20. All education and experience listed in reverse chronological order (no high school)

Action-oriented:
_____21. Success statements began with positive action verbs, avoided using words more than once
_____22. Avoided introductory phrases such as "Responsibilities include…"
_____23. Results-oriented, effective use of numbers
_____24. No exaggerations or lush adjectives (descriptive words)

Relevance:
_____25. All extraneous material eliminated
_____26. Focused on specific information about experience relating to the objective
_____27. Provided relevant facts, accentuating skills, abilities, and personal information
_____28. Avoids generalities
_____29. Resume doesn't raise more questions than it answers
_____30. Avoids mentioning controversial activities, values, and personal information

_____Total Score **Evaluated by: _____**