

RESUME SELF-EVALUATION FORM

*MAKE A COPY OF THIS FORM TO CHECK YOURSELF EACH TIME YOU
APPLY FOR A POSITION AND ALTER YOUR RESUME*

POSITION _____

OBJECTIVE

- ☐ YES ☐ NO Does the objective have a 'job title' of the position you are targeting?
- ☐ YES ☐ NO Does the objective identify the industry/field you are targeting?
- ☐ YES ☐ NO Is the objective brief?

EXPERIENCE

- ☐ YES ☐ NO Did you list skills that you gained from your jobs in a way that relates to the targeted position?
- ☐ YES ☐ NO Is the resume future-oriented and focused on what you can do to benefit the organization?
- ☐ YES ☐ NO Does it demonstrate that you have the appropriate knowledge, competency and expertise required for the position?
- ☐ YES ☐ NO Are the key tasks needed by the employer represented in your past experience?
- ☐ YES ☐ NO Does the resume do an effective job of proving that you have the necessary qualifications?
- ☐ YES ☐ NO Did you include all required skills that you possess as well as extras such as languages?
- ☐ YES ☐ NO Are you able to explain 'gaps' in this section?

ACCOMPLISHMENTS

- ☐ YES ☐ NO Did you list job related accomplishments?
- ☐ YES ☐ NO Do the listed accomplishments support your job objective?
- ☐ YES ☐ NO Do they support your qualifications claims?
- ☐ YES ☐ NO Did you use powerful verbs and language of the industry?
- ☐ YES ☐ NO Were you able to quantify any of your listed accomplishments?

EDUCATION

- ☐ YES ☐ NO Do you have the necessary educational degrees?
- ☐ YES ☐ NO Is your objective supported by your educational background?
- ☐ YES ☐ NO Did you include other schools you attended before?
- ☐ YES ☐ NO Have you included other training that further enhance your qualifications?
- ☐ YES ☐ NO Did you provide the type of degree, major, school and year graduated?

AWARDS, HONORS & CERTIFICATES

- ☐ YES ☐ NO Are these relevant to the job or show skills that are necessary?
- ☐ YES ☐ NO Did you include certifications and licensure?

VISUAL IMPACT

- ☐ YES ☐ NO Did you use bullets, italics and bold sparingly?
- ☐ YES ☐ NO Is there an adequate amount of white space?
- ☐ YES ☐ NO Does the resume look 'clean' and not too busy or crowded?
- ☐ YES ☐ NO Were you able to limit it to one page?