

# RESUME REVIEW FORM

## **PLEASE USE THE FOLLOWING CHECKLIST TO CRITIQUE YOUR RESUME PRIOR TO SUBMITTING TO THE CAREER DEVELOPMENT CENTER FOR REVIEW – THANK YOU!**

### **Appearance/Format – Do not use a template of any kind as they are not user friendly to many online systems!**

- Used appropriate format (chronological, functional, combination) to illustrate relevant skills and experience.
- Utilized bold, italics, capitalization, and spacing to produce a visually attractive document.
- Font style and size is appropriate, consistent, and easy to read. (Times New Roman and Arial are most common.)
- Sections are arranged so most important information is listed first (top to bottom).
- Length of resume is appropriate given your experience. (NEVER longer than 2 pages.)

### **Heading**

- Name is located at the top of your resume, is prominent (BOLD, larger font) and is the name you go by.
- Contact information is current. (Please proofread your phone number, as we do not know if it is correct.)
- Only one professional email address is provided, which is NOT your current employers e-mail. (We recommend using your Park email address as you will have access to it throughout your lifetime if you continue to use it.)

### **Objective – What are you looking for? In what industry? If you don't know, you must start by doing some career research first!!**

- Is clear and concise. (States title of job and name of company when applying for a specific position.)
- Indicates realistic career plans. (A career opportunity to work in the financial services arena!)
- Is supported by the rest of your resume.

### **Education/Coursework – Put title of Degree first.**

- Does not contain extraneous/irrelevant information. Need only list your current degree/major and postsecondary degrees previously obtained.
- Degree(s)/Majors listed are named appropriately (Important for reference checking) and listed in reverse chronological order.
- School name and location (city, state or country) are provided.
- Only the month and year of graduation is specified.
- Overall GPA is included if it is 3.0 or higher and is only listed to one decimal place.
- Relevant courses (if provided) are correctly titled and are 300 level or higher. Major courses irrelevant to your stated objective are omitted.

### **Experience/Skills – Use keywords of industry you want to work in. Highlight transferable skills.**

- Experience is appropriately separated into Relevant and Additional Experience sections, if applicable.
- Utilized reverse chronological order when listing experience and no experience is more than ten years old.
- Emphasized appropriate experiences (PT/FT employment, activities, volunteer work, etc.) related to your objective.
- Provided complete information for each entry: Organization, location (city, state), dates (generally provide month and year only), and position title.
- Used action verbs (supervised, oversaw, designed, etc.) to describe responsibilities and accomplishments.
- Provided quantifying information when appropriate. (Supervised 10 employees.)
- Illustrated skills appropriate to your stated objective that make it clear what you are offering an employer.

### **Leadership/Honors/Professional Affiliations/Memberships/Activities/Community Service**

- Provided names of organizations (professional, community, campus) you have been involved with.
- Indicated positions held, your contributions and/or recognitions received from organizations.
- Did not include high school activities and awards. (The only exceptions to this are if you are a freshman/sophomore student seeking PT or internship work OR if you are wanting to illustrate a pattern of interests.)

### **Grammar/Spelling – Proofread your resume. Do not rely on spell check to find your errors.**

- Utilized appropriate verb tense throughout resume. (Present tense for present jobs. Past tense for past experiences.)
- Sentence structure is clear, concise and organized and emphasizes skills not tasks.
- Avoided personal pronouns and complete sentences. (Did not use “I”, “me”, “my”, etc.)
- Utilized capitalization/punctuation consistently. (Either periods at end of all bulleted phrases or none at the ends.)