

Whether you are writing your first resume, updating to add additional experience, or revising to reflect a different career focus, you can utilize this guide to critique your resume.

Resume Characteristics	Good	Needs Work	Comments	
Overall Appearance				
Makes an immediate favorable impression				
Strong marketing piece as it relates to others in your discipline				
Efficient use of white space: Page is full but not crowded				
Clean and sharp reproduction				
Formatting				
Appropriate font size/style used (10 – 12pt)				
Appropriate use of bolding, underlining, italics, etc.				
Organization				
Has most relevant qualifications presented first				
Has separate sections				
Consistent layout				
Is easy to read				
Appropriate length: Typically no more than one page for undergraduate students; no more than two pages for an experienced level job seeker				
Contact Information				
Is clearly presented at top with first and last name, address (permanent and/or temporary), phone number and professional e-mail address				
Objective				
Is stated clearly and conveys purpose				
Emphasizes strongest qualifications				
Work centered, not self-centered				
Content				
Important data included (location, job title, dates)				
Is free from unnecessary information				
Stresses accomplishments, results, and skills rather than duties and responsibilities				
Utilizes quantification to demonstrate accomplishments				
Language				
Expressed in a succinct/concise manner				
Uses action verbs to begin phrases				
Utilizes bullet points to organize information				
Free of errors				