



## RESUME SELF-EVALUATION CHECKLIST

### HEADING:

Name is displayed prominently at top of resume	Yes	No
Contact information is provided (email, phone number)	Yes	No
Email name is professional sounding	Yes	No

### OBJECTIVE STATEMENT

Objective statement, if utilized, is employer focused (emphasizes what applicant will contribute to employer/client)	Yes	No
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### EDUCATION SECTION:

Education is listed in reverse chronological order	Yes	No
University and college names are spelled out	Yes	No
For current students, educational dates are included (both beginning and & actual or anticipated graduation dates)	Yes	No
Program of Study is included (Degree, Major & Minor. E.g.: Bachelor of Arts: Psychology, Sociology minor)	Yes	No
List of relevant coursework is included (optional)	Yes	No

### EXPERIENCE SECTION:

Experience is listed in reverse chronological order within each section	Yes	No
<b>Relevant activities (paid employment, volunteer activities, research, clubs, etc.) are included</b>	Yes	No
<b>Relevant skills are demonstrated in the experience section through specific examples (WHO method)</b>	Yes	No
<b>Resume is outcome oriented - indicates what resume writer achieved in each position</b>	Yes	No
Present tense is used for current position	Yes	No
Past tense is used to describe activities in previous positions	Yes	No

### OTHER SECTIONS:

Relevant professional and/or student memberships are included	Yes	No
Bilingual skills are included if applicable	Yes	No
References are NOT included on resume	Yes	No

### FORMAT & GRAMMAR:

Resume is neat in appearance and reader friendly (sufficient white space, use of bullet points, and consistent format)	Yes	No
Standard font is used and easy to read (e.g., Arial, Courier, Calibri, 10.5 - 12 pt font)	Yes	No
Resume <b>does not</b> include personal information (social security number, age, hobbies)	Yes	No
All words are spelled correctly, and sentences are grammatically correct	Yes	No
Personal pronouns (such as "I" and "my") are not used, except in the Objective statement	Yes	No
Date format is used in a consistent manner	Yes	No
Resume is concise (preferably one page, two pages at most)	Yes	No