

Name: _____

Professionally formatted:	Yes	No
Resume conveys professionalism:	Yes	No
Would grant applicant an interview:	Yes	No

Professional Resume Overall Score (points out of 20 to be awarded, circle one):

2 4 6 8 10 12 14 16 18 20

Common Feedback/Notes:

Change bullet to: Action verb, situation, quantifier

Need stronger accomplishment statements

Missing University of South Carolina

Missing/incorrect degree name and title

Write out degree name (Bachelor of Science, Business Administration)

Objective is optional. Needs to be specific to industry or position

Missing or incorrect contact information

References should be on separate page

Shorten to one page with better formatting

High school information no longer necessary

Keep formatting consistent throughout sections

Add detail to bullet points, too vague for employer understanding