Reviewer: **Candidate:**   **Date:** | Format | Content |

✔	Feature	Requirements: ✔✔✔ all in a cell to ✔ a "Feature"	Notes (optional)
✓	**First glance**	❑ Plenty of whitespaces (20-30% of the page) ❑ Overall info structure is immediately clear ❑ The eye easily finds key information	
✓	**Sections**	❑ **Yes:** Education, Work Experience (any order), *Optional:* Skills **or** Certifications (not both) ❑ **No:** Objective/Goal, Personal/Interests	
✓	**Alignment**	❑ "Like things" consistently left- or right-aligned (all job titles the same, all dates, all section titles) *Tip: use a paper's edge to judge!* ❑ Consistent spacing between lines, between jobs, and between sections	
✓	**Bullets**	❑ Every bullet "•" in every section is the same size ❑ All bullets left-aligned with consistent indent ❑ 2-5 per job (never just one)	
✓	**Font**	❑ "Like things" (all job titles, all dates, etc.) have consistent [size], **boldness**, *italics* ❑ Stick with **one** professional font, **11pt+**	
❑	**Storytelling**	❑ Each bullet makes a unique, valuable point ❑ Every bullet: Action �![Result ➔ Significance (why it mattered to the org, team, or client)	
❑	**Keywords**	❑ **Role-relevant terms** included as appropriate (for digital marketing, expect terms like *Google AdWords*, *client*, *Excel*, *pivot tables, etc.*) ❑ Generally **positive qualities** like *teamwork*, *leadership*, *always learning*, etc. really "pop" ❑ **No:** Over-the-top industry jargon	
❑	**Metrics**	❑ **Yes:** Relevant, compelling *numbers* ("managed $XX budget," "achieved YY% year-over-year growth," "coached ZZ students," etc.) ❑ **No:** Confusing numbers with too little context	
❑	**Active verbs**	❑ Bullets start with interesting, dynamic words (*designed, facilitated, eliminated, formulated, solved, customized, coached, collaborated*) ❑ Use variety—**don't reuse** verbs (in one section)	
❑	**Grammar & spelling**	❑ **Yes:** Consistent **past-tense**, except the *current* role ❑ **No:** Typos, spelling errors, bad grammar, inconsistent capitalization	

/10 (sum of "Feature" ✔✔✔ in the leftmost column)