**Resume Checklist**

Try to put yourself into the mindset of a potential employer who is reading this resume while going through a stack of similar resumes. **Read the job description** and then the resume.

Provide constructive feedback by suggesting possible improvements based on the points below.

The bullets below are the same as we use to grade your resume.

# Skills Summary/Skills and Qualifications

Are they focused on the job and comprehensive? Click here to enter text.

Are they prioritized? Click here to enter text.

Are technical skills highlighted and focused on the job? Click here to enter text.

**Education**

Is each item complete and easily understood by any reader? Click here to enter text.

Is BCIT appropriately emphasized and developed? Click here to enter text.

Has program content been adequately described? Click here to enter text.

Is program info meaningful to a reader ***unfamiliar*** with BCIT? Click here to enter text.

Does the writer show projects/work which highlight accomplishments or measurable outcomes? Click here to enter text.

**Work Experience/Relevant Experience**

Are the items complete with company name, title, dates, duties/accomplishments? Click here to enter text.

Are the duties expressed concisely? Click here to enter text.

Are there any accomplishment statements? Do they show what the person did? Click here to enter text.

Is the terminology correct and meaningful for the intended reader? Click here to enter text.

Is information prioritized? i.e. is the first bullet the strongest Click here to enter text.

Is relevant experience emphasized over irrelevant experience? Click here to enter text.

Are there any questions which might come up in an interview? Click here to enter text.

**Hobbies/Interests**

What impression is created of the applicant’s personality? Click here to enter text.

Do the interests listed pertain indirectly to the job and/or associated lifestyle? Click here to enter text.

**Overall Impact and Credibility**

Does the resume get your attention immediately? Why/Why not? Click here to enter text.

Does the resume have an attractive format and layout? Explain Click here to enter text.

Can you see right away (in the first 1/3 of the resume) that this applicant has skills you would pay money for? Explain Click here to enter text.

Are the sections and info within sections appropriately prioritized for the position applied for? Click here to enter text.

Is the resume correct — free from errors and typos? Click here to enter text.

Describe the impression of the applicant that you get from the appearance and organization of the resume. Click here to enter text.

Does the applicant appear competent and professional? Describe Click here to enter text.

Would you interview this applicant? If so, why? If not, what should they change in the resume to change your mind? Click here to enter text.

On a scale of 1-10, how close does this resume target the job description? Click here to enter text.

**Write** 3 positive comments regarding the resume.

Click here to enter text.

**Write** 3 comments that could help the person improve their resume for the job advertised.

Click here to enter text.