Resume Review (Entry-level)

PROJECT REVIEW	NOTES

Meets Specifications

Great job! Thanks for your patience and hard work. I wish you all the best :)

Targeted for Profession

- **Resume is targeted to a specific job**
- **Resume includes keywords, experiences and skills specific to the job**
- **Experiences are selected to prove success in job's responsibilities**
- **Optional: If candidate's past experiences are not related to the job field, they may want to include an objective statement**
  - **Objective statement is about 1-2 sentences**
  - **Statement talks about how past experiences support new career path**

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General

- Resume fits on one page
- Resume is in PDF format
- Links are hyperlinked
- Resume uses one of the following standard orders:
    - Heading, Skills, Projects, Experience, Education
    - Heading, Education, Skills, Projects, Experience

- Spelling and grammar are correct
- Resume does not include: age, gender, marital status, photo, or mention of references
- Resume does not include negative language
- Resume does not indicate that the candidate is seeking a job because this may be extraneous or redundant information

- All text is aligned to left and/or right axis
- Company name and title are emphasized/distinct
- Content optimized for horizontal space; resume uses space well for a reader reading from top to bottom
- Lists of single words are condensed to the same line
- Section headings are distinct from other text
- Name is at the top of the page and larger than other text
- Formatting is consistent, from section headers to bullet point alignment

Heading

- Heading includes: full name, phone number, email and location
- Student should include links to their LinkedIn, GitHub and/or personal website; recommended: professional Twitter or other social media accounts

Education

- Nanodegree program included, even if incomplete
- Any college, including major or courses, are included
- If applicable, relevant courses (from university, community college, online, etc.) are listed

Skills

- Relevant and challenging technologies are listed: programming languages, frameworks, version control systems, databases, operating systems, image/video/audio editing software, etc.
- If resume displays a wide range of skills, student notes which skills are of particular expertise

Projects

- Only most relevant projects are listed; can include personal, academic or work projects
- Only includes about 2-3 projects

- Maximum 2-3 bullet points per project
- At least 1 bullet point demonstrates individual contribution
- At least 1 bullet point communicates project result (success metrics, findings)

Experience

- Experiences note company/organization, title of role, start and end date (month & year), location
- Includes unpaid or part-time work, if applicable, but omits the words "part-time" and "unpaid"

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- Maximum 3-4 bullet points
- No sub-bullet points
- Bullet points start with action verbs
- Correct tense is used in bullet points: past tense for previous, current tense for ongoing
- Within each job listing:
  - At least 1 bullet point communicates how candidate benefited company or cause
  - At least 1 bullet point provides concrete, numerical evidence such as projects completed, money made, people managed, accomplishments (eg. % increase)
- Bullet points are one sentence maximum, not longer than one and a half lines

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