RESUME CRITIQUE FORM

Please use the following to check for errors and look for ways to make your resume more competitive.

GENERAL PITFALLS

- ☐ All headers (OBJECTIVE, EDUCATION, etc.) should be consistent in case (i.e. either all caps or all mixed case)
- ☐ Is your resume is too long (limit to one page) or too short (too much white space at bottom)?
- ☐ USE SPELL CHECK AND PROOFREAD GRAMMAR CAREFULLY!
- ☐ Use punctuation and format consistently
- ☐ Use lower case and upper case letters (capitalize appropriately)
- ☐ Avoid abbreviations

HEADER

- ☐ Your identifying information could/should include: Name, permanent and current addresses, phone number(s), email address and personal website if it is professional
- ☐ Consider putting your name in bold/caps/larger font size
- ☐ Drop labels for obvious facts such as "address", "telephone", "e-mail"

OBJECTIVE

- ☐ Consider adding an "OBJECTIVE" to your resume but make sure it isn't too specific or too broad
- ☐ An objective is a "theme" statement that should help you organize the supporting information in the rest of the resume
- ☐ Delete filler/fluff material and lofty, long-term goals
- ☐ Focus on what you can do for an employer, not what you want from an employer
- ☐ Use it is a statement saying specifically what you are seeking
- ☐ You may not need an objective as it may be redundant to information in your cover letter

EDUCATION

- ☐ List major, degree, month/year of graduation, name of school, city and state
- ☐ E.g.: Bachelor of Science in Biology, May 2006, Auburn University, Auburn, AL
- ☐ Delete time frame attended and list month/year of graduation only
- ☐ Don't use "expected" or "anticipated" before grad. date
- ☐ If you have more than one degree, list in reverse chronological order
- ☐ Include a major or overall GPA if at least a 3.0 and include scale: Overall GPA: 3.2/4.0
- ☐ Do not include high school
- ☐ Include only schools from which you have received degrees or are currently attending

RELEVANT COURSES

- ☐ Create a "Relevant Courses" section if it will add to your qualifications and are not implied by your major or minor
- ☐ Use course titles, not course numbers
- ☐ Consider listing courses in columns

SPECIAL SECTIONS

- ☐ E.g.: COMPUTER SKILLS, LANGUAGE SKILLS, ENGINEERING SKILLS, etc.
- ☐ Consider adding a CLASS PROJECTS section to your resume (if these projects are supportive of your objective). Include the name of the course, semester and year enrolled, description of the project, and your (e.g.: "Worked with a team of five classmates to …")

EXPERIENCE

- ☐ Provide dates, name of organization, city & state, job title
- ☐ Use a consistent format: Lifeguard, Summer 2004; Millionaires Club, Auburn, AL
- ☐ Consider separating RELEVANT EXPERIENCE into its own category (including paid, volunteer, etc.) and combining unrelated work experience under OTHER EXPERIENCE
- ☐ Include descriptive statements, especially for related positions
- ☐ Avoid passive phrasing such as "responsibilities were", "duties included", "in charge of", etc.
- ☐ Descriptive statements are more effective if they begin with an ACTION VERB (See CDS Handbook for list)
- ☐ Avoid using same verbs repeatedly. Vary usage
- ☐ Communicate your skills better. Say you worked summers in a warehouse and are interested in a business career. Stating that you "loaded trucks with furniture" doesn't tell your potential employer that you are detail-oriented and accurate. You can communicate those qualities by noting that you "reviewed furniture orders, loaded in proper order for the correct delivery, and were responsible for the accurate delivery of $70,000 worth of merchandise"
- ☐ Include accomplishments, skills used, and results produced
- ☐ Quantify when possible (I.e. supervised staff of 10, increased sales by 15%, handled up to $15,000 daily, etc.)
- ☐ Use short phrases instead of full sentences, delete "I' and start phrases with a verb, and/or use bullets of information
- ☐ Use present tense for current jobs and past tense for former employment
- ☐ List positions in reverse chronological order
- ☐ Be more descriptive on related positions and delete or reduce descriptions on non-related positions

ACTIVITIES/HONORS

- ☐ Include relevant professional affiliations, awards, honors, campus activities, or community involvements that relate to your objective
- ☐ Try using a one-column format to increase readability
- ☐ Omit references to specific religious denominations or political parties
- ☐ Use a consistent format such as: Member, AU Marching Band, Fall 2003 – Present

REFERENCES

- ☐ "References Available upon Request: is assumed and may not be needed if space is at a minimum
- ☐ Build reference list on a separate page and be sure your name is on it
- ☐ Reference information should include: name, title, place of business, business address, city, state, zip code, e-mail (if available), and business telephone number (including area code)

ADDITIONAL DATA

- ☐ Improve balance of layout, spacing the information evenly throughout the page, using appropriate margins or type size
- ☐ Break up text to increase readability
- ☐ Use highlighting (i.e. capitalization, italics, bold) to attract reader's eye to key areas of content
- ☐ If have second page, place name on it
- ☐ Select a FAX/copier friendly white, off-white, or ivory paper
- ☐ Use 10 point minimum font size