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| **Section** | **Reader is reviewing the following criteria** | **Notes** |
| Style, Appearance, & Tone  Goal: To highlight your strengths for your specific audience and ensure your resume is polished, easy to read and effective.  Does it stand out? Does it say “Hire me”? | * Fills ONE PAGE only without overcrowding; margins are acceptable * Font style & size is readable; Try Times or Garamond 12 pt; 14 pt for name) * Formatting is consistent and free from distractions * Section headings reflects content within. Titles & descriptions are relevant to targeted opportunity * Audience and purpose of the resume are strong and clear. * Resume is targeted to internship or job * “Objective” at the top is not necessary but can be helpful to clarify direction and value, especially if your past experience is unrelated to your future goals * References either given or “available on request” are NOT advised or necessary * NO COLOR or Graphics for most business positions * Avoid acronyms when possible. UCONN should be spelled at as University of Connecticut * Do the person’s skills jump out? * Grammar is appropriate (past tense verbs for past jobs). Presentation is free from formatting distractions. Proofread grammar and spelling. NO sloppiness! |  |
| Contact Information | * Includes name, address, email, phone, and LinkedIn or Skype contact (optional and abbreviate if possible) * Name stands out on top of resume |  |
| Education Section  Goal: To include information related to your business degree and professional coursework | * Degree is properly written as: Bachelor of Science in Business * Major/Minor certificate and anticipated graduation year indicated * Course work listed is relevant and helpful (specialty courses especially add value) * GPA in correct format: 3.2/4.0 * Study abroad or additional education should be underneath your University of Connecticut education and look similar in format |  |
| Experience Section  Goal: To contextualize your skills and qualifications, showing relevance to the position desired. | * Entries are in reverse chronological order * Bullets begin with a variety of strong action verbs * Bullets are concise, direct, & indicate accomplishments * Results are indicated (CAR: Challenge, Action Result format) and quantified where possible * Bullets are listed in order of importance- Items are wordy * Do not include references (unnecessary) |  |
| Skills & Interest  Goal: To reveal relevant or interesting information that does not appear elsewhere. | * Entry has complete details (name, location, dates) * Items are not outdated (If you are in your Junior year and up, do not include High School activities unless continued or exceptional) |  |

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