

Name: Ahmed Saad Sabit

Become an expert on the resume at your table. Take a few minutes to read through the resume and use the checklist below to assess any strengths and weaknesses keeping in mind relevance relating to their discipline. As a group, answer the questions at the bottom of the page.

Layout and Appearance	Yes	No	Comments
Is name at the top of the page in an easy-to-read font?	<input checked="" type="radio"/>		
Is the contact info also easy to read and on one line?	<input checked="" type="radio"/>		
Is resume an appropriate length (1 page preferred)?	<input checked="" type="radio"/>		
Is formatting (e.g., font, bullet sizes, heading styles, bold and caps) consistent throughout resume? Are the headings and bullets evenly spaced?	<input checked="" type="radio"/>		
Are verb tenses correct (present tense for current positions, past tense for previous positions)?	<input checked="" type="radio"/>		
Are there about 2-4 statements per position?	<input checked="" type="radio"/>		
Is the resume polished and easy to read?	<input checked="" type="radio"/>		
Is it free of typos and misspellings?	<input checked="" type="radio"/>		

Content	Yes	No	Comments
Are the following headings included: Education, Experience, Skills?	<input checked="" type="radio"/>		
Do other sections add relevant information as opposed to just listing numerous extracurricular activities?	<input checked="" type="radio"/>		
Does bullets in Experience section begin with a variety of action verbs?	<input checked="" type="radio"/>		
In Relevant Courses, do the courses (named, not listed as numbers) demonstrate relevant supplementary knowledge?	<input checked="" type="radio"/>		
Does the Education section state official degree and expected graduation date?	<input checked="" type="radio"/>		
Does the resume list honors and/or special skills such as languages, programming skills, etc.?	<input checked="" type="radio"/>		
Are research keywords incorporated in the experience and skills sections?	<input checked="" type="radio"/>		

Strengths: Strong Focus

Areas for improvement: Research and Publication

How are research skills incorporated into resume?

Dedication and Interest