**Resume Self Evaluation and Checklist**

**Name: Minh Nhat Vo**

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| **Resume Checklist** | **Good** | **Needs Work** |
| 1. Use recommended resume fonts such as Arial, Times New Roman or Calibri. Is the font consistent throughout the resume? | x |  |
| 2. Is there enough white space without it looking too sparse? | x |  |
| 3. Resume should be either one or two pages in length (should not have large empty space on second page). | x |  |
| 4. Never include personal information (age, marital status, religion, disability, photographs) Do not include references (unless required by the employer). | x |  |
| 5. Is the resume free of spelling and grammar errors? **(Circle any errors you see, proofread).** |  | x |
| 6. The body of the resume should be in font size 11 or 12 (no smaller than 10). | x |  |
| 7. **Header:** Your name should be in bold and font size 14 to 18 | x |  |
| 8. **Header** includes name, address (optional), phone number and professional email: First.last@georgebrown.ca | x |  |
| 9. **Objective** describes a clear job objective, including the position, field and organization in which you wish to work | x |  |
| 10. **Highlights of Qualifications / Profile / Summary** should consist of 5-7 bullet points/statements including experience, training, technical and transferable skills and relevant information relating to the requirements of the role. | x |  |
| 11. Is there a separate **Technical Skills** section to highlight job specific hard skills? (Technical skills are skills or areas of knowledge you were taught that involve specific steps, procedures or expertise and are usually job-specific). |  | x |
| 12. Are **Soft Skills** (personal qualities) or **Transferable Skills** (skills transferableto a variety of situations) relevant for the type of work being sought highlighted throughout? Example: self-motivated, detail oriented, team player, ability to build rapport, etc. (see transferrable skills checklist) | x |  |
| 13. **Education:** Are the diploma and/or degree names, majors, and year of graduation/expected graduation included along with the institution? Example: Bachelor of Arts Honours Degree, Psychology & Sociology - Expected 2018, York University, Toronto. Are they listed in ***reverse chronological order***? Are relevant certifications included? | x |  |
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| 14. **Education:** Are Class Projects, Accomplishments, Research, (at a minimum add Relevant Courses) included which are related to your field of interest? Only add for current program. |  | **x** |
| 15. **Work Experience:** Are job titles, names of employers, cities and dates included and listed in ***reverse chronological order***? Hint: Usually job titles should come first and be given most prominence unless the companies worked for are more relevant. | **x** |  |
| 16. **Work Experience:** Do all statements start with strong past tense action verbs indicating the specific role the person played? (***Instead of*** “Responsible for” or “Assisted with”, ***use*** “Initiated”, “Promoted”, “Conceptualized”, “Transformed”, “Integrated”, “Critiqued”, etc.) |  | **x** |
| 17. **Work Experience:** Are accomplishments described as a ***measurable achievements*** rather than just descriptions of job duties? Hint: Do we know what results happened because of a job well done? Are they ***quantifiable***? Example: Assisted in development of new testing process that reduced time to software rollout by 35%. |  | x |
| 18. **Work Experience:** Are details provided that ***qualify uniquely*** how a person did a task? Example: Demonstrated ability to successfully build relationships with customers by greeting them warmly, listening carefully to clarify needs and recommending appropriate products. |  | x |
| 19. **Work Experience:** If your present or previous role isn’t in your field, is it listed with relevant transferrable skills and accomplishments? |  | x |
| 20. **Volunteer** (optional): Are relevant unpaid positions included and is it clearly indicated that they were unpaid positions? Example: Fundraiser, Heart and Stroke Foundation (Volunteer) 2016-2017. |  | N/A |
| 21. **Interests/Hobbies** (optional): Add interests and hobbies if requested and/or if you have space to include. Ensure that they show a breadth of interests and that they include some collaborative/teamwork abilities. |  | **N/A** |
| **Notes (make notes on areas for improvement and/or corrections to make, be specific):** |  |  |