**Resume Edit Sheet**

Your Name: Sarthak Nadkarni Teacher: Mr. Breda

* Your resume must be perfect – 100%. A resume that is less than perfect will be returned for correction and resubmission.
* With each resume submission, attach this edit sheet and all draft resumes.
* By the time you have done a self edit and a peer edit, the “complete” column should be filled before handing in the final edited copy to your teacher

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resume elements** | Self-Edit #: Name:Sarthak Nadkarni | | Peer Edit #1  Name: Pragati Nadkarni | |
|  | Complete | Incomplete | Complete | Incomplete |
| **PERSONAL INFORMATION** |  |  |  |  |
| **-** Name (bold, all caps) | X |  | X |  |
| - Street Address (full words) | X |  | X |  |
| - City, Province (BC – no periods) | X |  | X |  |
| - Postal Code (all caps, no hyphen) | X |  | X |  |
| - phone number (604) \_\_\_-\_\_\_ | X |  | X |  |
| - Email Address (professional email) | X |  | X |  |
| **JOB OBJECTIVE –** Bolded and all caps | X |  | X |  |
| - correct spelling | X |  | X |  |
| - correct punctuation | X |  | X |  |
| **EDUCATION -** Bolded and all caps | X |  | X |  |
| - correct spelling | X |  | X |  |
| - correct punctuation | X |  | X |  |
| **WORK \ VOLUNTEER EXPERIENCE** Bolded and all caps | X |  | X |  |
| - use of table formatting is good | X |  | X |  |
| - Most recent experience first | X |  | X |  |
| - month year – month year | X |  | X |  |
| - job or volunteer position identified |  | X |  | X |
| - name of organization / company | X |  | X |  |
| - duties listed (use of action words / verbs) | X |  |  | X |
| **EMPLOYABILITY SKILLS -** Bolded and all caps | X |  | X |  |
| - use of table formatting is good | X |  | X |  |
| - bullets used | X |  | X |  |
| - 4+ skills listed | X |  | X |  |
| - spelling | X |  | X |  |
| **ACTIVITIES & INTERESTS -** Bolded and all caps | X |  | X |  |
| - use of table formatting is good | X |  | X |  |
| - bullets used | X |  | X |  |
| - 4+ activities / interests listed | X |  | X |  |
| - spelling | X |  | X |  |
| **REFERENCES -** Bolded and all caps | X |  | X |  |
| - Mr. / Ms. / Mrs. Last name (first name – optional) | X |  | X |  |
| **-** job position Identified | X |  |  | X |
| **-** company name provided | X |  | X |  |
| - phone # identified | X |  | X |  |
| -2 to 3 references provided | X |  | X |  |