



Resume Review

APPEARANCE

- ☐ Template is simple and clean.
- ☐ Resume format is well organized, making the most important points stand out.
- ☐ Font size and type are appropriate (look professional).
- ☐ Consistent use of layout elements - (tables, fonts, bullets).
- ☐ Is of optimal number of pages

CONTACT INFORMATION

- ☐ Name is prominent along the top of the page, but not too large in size.
- ☐ Contact information is complete; list e-mail address; mobile numbers, current location
- ☐ Email address is professional

EDUCATION

- ☐ Graduation and Post Graduation details are provided.
- ☐ Each Degree is in only one line
- ☐ Every line is clear, concise, and consistent: Year of completion, Degree, Major, Specializations, Institution
- ☐ If under 6 years of experience include overall % scored
- ☐ School details are included (only if under 6 years of experience).

EXPERIENCE

- ☐ Emphasis placed on experiences that relate to the position the individual is seeking.
- ☐ Positions held are listed in reverse chronological order.
- ☐ Descriptions start with action verbs and are written to highlight skills, knowledge areas, and accomplishments as well as duties performed.
- ☐ Uses PAR statements: P=Problem [or focal point], A=Action, R=Result(s); e.g., Developed (A) new tool (P) that reduced the manual effort needed to keep the servers in sync (R).
- ☐ Includes title and dates position held as well as name and location of organization.

SKILLS

- ☐ Lists relevant certifications or training programs completed.

WRITING QUALITY

- ☐ No grammatical or spelling errors; correct verb tenses used throughout resume.
- ☐ Words are carefully chosen to avoid redundancy and strike a professional tone.
- ☐ Avoids use of the personal pronoun, "I", and passive voice.
- ☐ Does not include acronyms or abbreviations that might be unfamiliar to those reading the resume.