**Katie Warren** <katie@topresume.com>January 24, 2019 to me

Hi Thomas,

This free resume evaluation is intended to give you an honest, straightforward assessment with some suggestions to help in your job search. I personally review hundreds of resumes each month so I'm able to provide insight into how you compare to other job seekers competing for the same positions.

**Visual Presentation and Organization**

We’ve all been told that looks don’t matter as much as substance, but in the case of your resume this just isn’t true. I found your design to be visually uneven. The appearance is not polished, and it doesn’t say "high potential" as your experience suggests. Remember that your resume is your marketing tool. It’s the first impression a potential employer has of you.

You should consider using a few more bullet points to increase the impact to the employer. If employers see too many long sections of text, they might find it difficult to zero in on the most crucial information. The size and type of bullets should also be taken into account. Although seemingly minor, the visual impact of a resume is the key to ensuring that an employer will read it thoroughly.

**Resume Writing**

You need a career summary section to define you as a professional and cover those areas most relevant to your career level and job target. A career summary should provide hiring managers with a brief, yet detailed synopsis of what you bring to the table.

From the way the resume is worded, you come across as a "doer," as opposed to an "achiever." Too many of your job descriptions are task-based and not results-based. This means that they tell what you did, instead of what you achieved. **This is a common mistake for non-professional**resume writers. To be effective and create excitement, a great resume helps the hiring executive picture you delivering similar achievements at his or her company. Here are some examples of task-based sentences in your resume:

* *“Assist professors in development and implementation of experiments”*
* *“Assigned projects to work on independently and with senior lab personnel”*

Employers want to know about your previous **contributions** and specifically how you’ve **made a difference**. More importantly, they want to know how you are going to make a significant difference at **their** company.

When I read your resume, I did not find the kind of compelling language that would bring your work to life. Instead, **I saw passive words and non-action verbs.**

Phrases like **“in charge of”** and **“creating”** are overused, monotonous, and add little value to your resume. Strong action verbs, used with compelling language to outline exemplary achievements, are essential parts of a well-constructed resume.

Now, let’s put it all together. Here’s a real life example taken from a former client’s resume. By changing the language, we helped to improve the perception of the candidate.

* **Passive language / Doing:** “Negotiated contracts with vendors”
* **Action language / Achieving:** “Slashed payroll/benefits administration costs 30% by negotiating pricing and fees, while ensuring the continuation and enhancements of services.”

A change like this makes a dramatic improvement.

It may not seem obvious, but a regular review of every word and sentence in your resume is a good idea. Hiring managers are looking for an excuse to eliminate you as a candidate. You may not be able to see awkward phrases and grammatical errors if you've already spent a lot of time with your own resume.

**Digital Readiness**

Your resume is **238 KB** in size. About **98%** of resumes are smaller than yours, so you might want to trim down pieces that make the file bigger. Sometimes, this is as simple as standardizing fonts or formatting.

**RESUME FILE SIZE, *COMPARED TO OTHERS***

**238 KB**

Your resume is saved in PDF format. 19% of resumes look like yours. While this may make viewing consistent for recruiters, **some older** **applicant tracking systems (ATS)** **have problems reading them.** If you have the ability, you might consider saving your document in Microsoft Word format for some online submissions.

**Resume Scan Test Results**