Resume Critique Checklist

Please use the following checklist to review your resume and make appropriate revisions **prior to** having it critiqued by our professional staff. Your attention to the following will allow more emphasis to be placed on the content of your resume.

1. Contact information is complete and accurate.

2. Personal pronouns (*I, me, my, we, etc.*) are omitted.

3. Document is free of spelling and typographical errors.

4. Font style is consistent throughout resume.

5. **Bold, italics, underlining, and/or capitalization are consistently used to emphasize degree/major, positions, employers, and section titles.**

6. Margins are approximately equal so that resume appears centered on the page.

7. Resume does not contain abbreviations.

8. Objective is concise and states the position of interest.

9. Only degrees/majors *currently in progress and/or completed* (if relevant) are listed.

10. **Appropriate degree title, major, and month/year of graduation are included.**

11. *Cumulative GPA* is provided if 3.0 or higher.

12. Information is listed in *reverse chronological order* (most recent first).

13. Provide *descriptive statements* (using action verbs) to *illustrate responsibilities and accomplishments.*

14. Name and page number are provided on second page (if applicable).

15. Information regarding high school, marital status, health, religion, and ethnicity are omitted.

16. **References are listed on separate page with your complete contact information.**