



Resume Critique Guidelines

Layout/Appearance/Grammar:

- Is the format clean and easy to read?
- Are the margins no smaller than ½ inch and no more than 1 inch and are they even?
- Is there white space between categories?
- Is the name in a larger font size (no larger than 24)?
- Is the font easily readable and a common font type? (Examples: Arial and Times New Roman)
- Is the font size appropriate? (10, 11 or 12 Point)
- Is the formatting consistent?
 - o Font types
 - o Bolded and italicized words
 - o Bullets (Use standard dots or squares)
- Is there identifying information on each page of the resume and reference list (name, page #)?
- Do topic headings stand out?
- Is the resume free of grammatical errors and misspelled words? (**Use Spell Check**)
- Are the verb tenses accurate and uniform?
- Is the resume free of all personal pronouns?
- Are acronyms spelled out?
- Do the most relevant experiences stand out?
- Are the most important sections and items within the section listed first?
- Are work experiences listed most recent first? If not, is there a reason?
- Does each position description contain the same information in the same order? (Example: position title, employer, city and state, dates)
- Is the resume printed on white or ivory paper?

Content:

- Are the addresses, emails and phone numbers correct? (No hyperlink on email)
- If using an objective statement, does it project knowledge of the desired career field by using appropriate phrasing? Is it specific and targeted?
- Are schools, degrees, majors, minors, areas of concentration/emphasis included?
- If over a 3.0, has consideration been given to listing a major, major and minor or cumulative GPA?
- Have all experiences and projects that demonstrate skills and accomplishments been included?
- Are the categories/headings appropriate for career field/experiences and do they accurately reflect the content of the section? (See resume examples on the Career Services website)
- Are unique experiences such as study abroad included/highlighted if relevant?
- Are relevant certifications/licensures visible? (If applicable)
- Is relevant community involvement or professional activities included?
- Are listed references appropriate (i.e., no family members)
- Are correct names, titles, place of employment, business telephone numbers and email addresses provided of professionals **who have agreed** to serve as references?

Other Items to Question/Consider

- Could any of the items be enhanced with quantifiers or qualifiers?
- Consider the implications of listing political, religious and/or other potentially controversial affiliations.
- Can all items on the resume be verified or expanded upon in an interview?**

Please visit the Career Services website for resume writing tips and examples.
http://www.uwlax.edu/careerservices/students/resume_writing.htm