

RESUME EVALUATION FORM

Name _____ Date Reviewed _____

OBJECTIVE

- Yes No Does the objective have a clear job "title" that explains what position you are targeting?
- Yes No Does the objective tell what industry/field you are targeting?
- Yes No Does the objective tell what you want to do for the employer?

CAPABILITIES

- Yes No Does it present the key tasks needed by the employer?
- Yes No Is the language of the resume future-oriented and focused on what you can do to benefit them?
- Yes No If this is a technical job, does it demonstrate that you have the appropriate knowledge, competency, or expertise?

EXPERIENCE

- Yes No Does the resume list every job you've had, regardless of its relevance to the current targeted job?
- Yes No Do you describe the significance of each of your previous employers?
- Yes No Does this section explain how your past experience is related to the needs of the new job?
- Yes No Does the resume do an effective job of proving that you have the necessary qualifications?

ACCOMPLISHMENTS

- Yes No Are there job-related accomplishments?
- Yes No Do all of the accomplishments listed clearly support your job objective?
- Yes No Do they support your qualifications claims?
- Yes No Are they presented through the use of powerful and specific verbs?
- Yes No Are there clear, quantifiable results?

EDUCATION

- Yes No Do you have the appropriate educational degrees?
- Yes No Does your educational background support your objective?
- Yes No Do you include other schools you attended before ECU?
- Yes No Have you included other training workshops and seminars to further enhance your qualifications?
- Yes No Does the information include type of degree, major, school, and year graduated?
- Yes No Do you provide information on any minor you may have?
- Yes No Does it include your GPA?

AWARDS, HONORS, & CERTIFICATES

- Yes No Are these entries professional and relevant?
- Yes No Does it highlight key aspects like certifications or licensure??

VISUAL IMPACT

- Yes No Is the length of the resume appropriate?
- Yes No Is the most important information presented first?
- Yes No Are there visual graphics that lead the reader's eyes like a map?
- Yes No Do you use highlighting, bold and underlining to indicate importance?