Resume Critique Sheet

- Use this check sheet to critique your resume. Try to look at it from the employer's point of view. What are they looking for? Is it professional looking? If you were the employer, would you interview someone based on this resume?
- As you go along, mark the resume where there are errors or when something is unclear.
- When you are finished, are there any "no's"? Resumes need to be free of errors! Even ONE mistake is unacceptable.
- Have someone else critique your resume to catch any mistakes you may miss.
- If you have difficulty describing your accomplishments or need additional assistance, please make an appointment.

	YES	NO
Contact Information		
Are name, address, phone, and a professional (non-Albright) email included?		
Education		
Is the institution, city, state, major, and concentration (with track if applicable) included?		
Is GPA (over 3.0) included? Is GPA written as 3.4/4.0?		
Have you included the names of scholarships with years (but not dollar amounts)? (e.g.: Provost Scholarship, 2003-Present)		
Related Courses		
Are 4-8 classes listed that are related to the jobs being sought?		
OR Do you use bullets to describe course projects that can point out relevant experience otherwise missing from your resume? (Format like "experience." Course name, college, term. Include title of project if you are talking about one project. If you are talking about several projects, skip title and go to bullets.)		
Work Experience		
Is the work experience in reverse chronological order?		
Are the company, city, state, your job title, and dates employed (month and year) included?		
Are verbs used to describe your accomplishments and duties performed? Do you use a variety of verbs? Are they present tense for current jobs and past tense for previous ones?		
Are your descriptions worded clearly and easy to understand?		
Are your accomplishments and problem solving skills (the results or effects of your actions) included?		
Would a reader have a good idea of what you did in each position?		
Skills		
Are computer skills listed?		
Are language skills included if you have any? Is your skill level clear? (conversational; fluent in writing and reading)?		
Honors and Awards		
Are the dates included for the awards? Is the organization spelled out (not abbreviated)?		
Activities		
Are the activities organizations on campus or in the community? Are volunteer activities listed?		
If an office was held, is it included?		
Are personal interests and hobbies excluded?		
Additional Headings		
Can any categories be combined?		
Is there need to create a new section (to highlight relevant information and move it toward the top)?		
Overall Format & Layout		
Is the information well-balanced across the page (not too much white on one side than the other)?		
Is the formatting (bold, bullets, size of dashes, spacing, etc) consistent?		
Are the typeface and font consistent? Is the size 11-12 point?		
Are there any spelling or grammar errors? Is the resume free of abbreviations (with exception of states)?		
If graphics or large fonts are used, does it look professional? Is it risky for the types of jobs being sought?		
Relevance & Effectiveness		
Has extraneous information been removed?		
Does the material included serve a purpose (such as show related experience, leadership, work history, etc)?		
Is it easy to get a good idea of the applicant's qualifications?		
Is the resume limited to one page?		