

RESUME CHECKLIST

STUDENT NAME: _____

DATE: _____

| CONTENT | YOUR EVALUATION | PEER REVIEW |
|--|-----------------|-------------|
| Contact information is at the top of the resume, includes professional email and working phone number | | |
| Category headings used, the font and size match | | |
| Education and Previous Job Titles are easy to locate | | |
| Previous employers information include the city, state, but not the entire address | | |
| Honest and specific job responsibilities were used | | |
| Bullets used | | |
| Job responsibilities are in sentence fragment form | | |
| Job responsibilities begin with action verbs | | |
| Job responsibilities use past tense if performed in the past and present tense if they occur in the present | | |
| Internships, certifications, and volunteer experience included | | |
| Site your last 10 years of education and experience | | |
| Examples of accomplishments are highlighted | | |
| References are on another page; do NOT use "References Available Upon Request" | | |
| Easy to read font is used | | |
| No errors or corrections need to be made | | |
| The page appears to have balance with no large bare areas | | |

Comments by Student: _____

Comments by Peer: _____

Student: _____ Period: _____ Date: _____ Assignment #: _____

Resume Peer Edit Worksheet

| Peer Edit by: _____ (student) | Excellent | Good | Needs Improvement | Comments |
|---|-----------|------|-------------------|----------|
| Appearance/Style <i>Is your resume visually appealing?</i> | | | | |
| Completeness/Length <i>Is your resume complete, but not too long (or too brief)?</i> | | | | |
| Content/Layout <i>Does your resume contain all the relevant information?</i> <ul style="list-style-type: none"> • Name and Contact Information • Summary of Skills/Qualifications • Education and Training • Honors and Distinctions/Awards • Experience/Work History • Activities/Volunteering/Community Service | | | | |
| Focus <i>Is your resume sharply focused to your clearly defined job objective?</i> | | | | |
| Format/Approach <i>Are you using the proper format/style of resume for your situation?</i> | | | | |
| Perspective <i>Does your resume have what it takes to get noticed by employers?</i> | | | | |
| Professionalism <i>Is your resume free of errors?</i> | | | | |
| Highlights of Skills, Experience & Accomplishments <i>Have you effectively marketed your qualifications?</i> | | | | |
| Use of Keywords/Action Verbs <i>Have you included keywords and action verbs in your resume?</i> | | | | |
| 1st Draft Resume Points For Teacher Use Only | | | | |