



Resume Review Worksheet Checklist

Use this tool to make an honest appraisal of your resume; then make changes and improvement to your resume, as necessary.

	<u>Yes</u>	<u>No</u>	<u>Not Sure</u>
Appearance/Style <i>Is your resume visually appealing to a prospective employer?</i>			
Completeness/Length <i>Is your resume complete, but not too long - or too short?</i>			
Content/Layout <i>Does your resume contain all the relevant information for the job you are seeking?</i>			
Focus <i>Is your resume sharply focused to your job goal?</i>			
Format/Approach <i>Are you using the proper format -- and do you need more than one format -- for your situation?</i>			
Perspective <i>Have you branded your resume so that it has what it takes to get noticed by employers?</i>			
Professionalism/Integrity <i>Is your resume free of spelling errors and typos?</i>			
Use of Accomplishments <i>Have you identified (and quantified) one or more accomplishments for each experience while avoiding duties and responsibilities?</i>			
Use of Keywords/Action Verbs <i>Have you included focused keywords and strong action verbs in your resume?</i>			
Versions <i>Do you have both print and electronic versions of your resume?</i>			
Resume Do's and Don'ts <i>Have you reviewed our key resume writing do's and don'ts for job-seekers -- http://www.quintcareers.com/resume-dos-donts.html?</i>			

Learn more detail about each of these categories in our article, Resume Critique Worksheet for Job-Seekers: http://www.quintcareers.com/resume_critique_worksheet.html