

Student Name	Reviewer
Target for this resume: (e.g. career field, specific internship/job posting, graduate program, etc.)	Date

Your resume is an important marketing tool and it will reflect the strength of your communications skills. Employers usually spend only 30 seconds initially examining your resume. Your goal is to interest the reader so that she or he wants to interview you.

KEY: S=Satisfactory R=Revise

(To be used in Handshake, your resume should be rated satisfactory on every item below)

FORMAT	
S	R
S	R
S	R
S	R
S	R
S	R
CONTENT	
S	R
S	R
S	R
COMMENTS	

FORMAT

S	R	Appearance – Fill one page without overcrowding; use consistent formatting (sections, paragraphs, lines, and words are spaced correctly); use appropriate font style (Arial, Calibri), font size (10-12 point), and formatting (indentation, bold , <i>italic</i> , CAPS, symbols); margins are at least 1/2" and no more than one inch. No template.
S	R	Name and Contact Information – Name is prominent; includes address where you can be reached through your search, telephone number, and email.
S	R	Education Section – Each institution is listed in reverse chronological order and includes institution name, location, and relevant date(s); degree is spelled out (Bachelor of Arts); major (if declared) and graduation month/year is indicated (e.g. Expected May 2016); GPA is formatted correctly (e.g. 3.36/4.00).
S	R	Experience/content Sections – Each organization is listed in reverse chronological order and includes name of organization, position title, location, and relevant dates. Skills section includes technology & foreign language.
S	R	Grammar, Spelling & Punctuation – Error-free; verbs are active and in correct tense; personal pronouns and extraneous words are omitted.

CONTENT

S	R	Target – Resume is targeted for desired position, field, and/or industry; relevance of study abroad experience is explicit; relevant course work is listed; section labels reflect content and content substantiates headings.
S	R	Descriptive Statements – Begin with strong action verbs; avoid “duties included” or “responsible for”; include concrete examples and numbers whenever possible; descriptions are direct, concise, and indicate one’s impact; describe accomplishments, quantify results and list in order of importance to the reader; omit irrelevant and/or outdated information.
S	R	Skills & Interests descriptions – Accurately identify skills, communicate strengths, and reveal interests; include items which are relevant to reader; indicate level of proficiency for language or technical skills (e.g. proficient, conversant, fluent, native).

COMMENTS