

RESUME SELF-REVIEW

NOTE: Please attach this document along with your resume when requesting a resume review.

Student Name:
Date:
Position of interest <i>(please provide link to job posting or types of positions of interest):</i>

PART 1 – LAYOUT & DESIGN

Criteria	Resources/Additional Notes	Question/Comments for Reviewer
Professionalism		
<input type="checkbox"/> No templates. Plain text document only	<i>Use a standard font such as Calibri, Cambria, Arial</i> <i>Avoid: Courier New, Lucinda Console, Comic Sans, Bradley Hand ITC, Brush Script, Chalkduster, Apple Chancery, Mayalam MN, Harrington and Braggadocio.</i>	
<input type="checkbox"/> No colors, pictures, or borders		
<input type="checkbox"/> Uses 1 size (10 to 12 point) except for name		
<input type="checkbox"/> Headings are not in bold	<i>Capitalized, underlined and/or centered</i>	
<input type="checkbox"/> Key qualifications are in bold	<i>i.e. degree, job title, internship title</i>	
<input type="checkbox"/> No personal pronouns (I, my, me, etc.)		
<input type="checkbox"/> Uses .5 - 1 inch margins		
<input type="checkbox"/> 1 page (2 pages with strong history of related employment)		
<input type="checkbox"/> No references		
<input type="checkbox"/> Uses a layout that is easy to read and is visually appealing	<u>See sample resume</u>	
Attention to Detail		
<input type="checkbox"/> Consistent formatting	<i>For example, lists all dates to the right-hand margin, bolds all position titles, italicizes all organization names, etc.</i>	
<input type="checkbox"/> No spelling/grammar errors		
<input type="checkbox"/> Correct verb tense	<i>Use present-tense for present experiences, and past-tense for past experiences</i>	

<input type="checkbox"/> Provides consistent history	<i>No more than 10 years and no gaps, if possible</i>	
<input type="checkbox"/> Avoid abbreviations		
Emphasis on Relevant Skills		
<input type="checkbox"/> Utilizes layout that emphasizes most relevant strengths		
<input type="checkbox"/> Utilize key words from job posting		

PART 2 –RESUME CONTENT

Criteria	Resources/Additional Notes	Comments for Reviewer/ Areas of Concern
Heading		
<input type="checkbox"/> Includes all relevant contact information	<i>Name, 1 preferred phone number, 1 personal professional email, and LinkedIn URL (if customized & complete)</i>	
Professional Summary		
<input type="checkbox"/> Concise, 1 paragraph, that provides summary of strengths	<i>Should be specific and should/could change to suit each employment opportunity. Include professional knowledge, abilities and personal skills that are a match with those listed in the job description.</i>	
<input type="checkbox"/> Only lists most related qualifications for the position		
Education & Credentials		
<input type="checkbox"/> Degrees are spelled out in full. Concentration or minor (if applicable)	<i>i.e. Bachelor of Science in _____</i>	
<input type="checkbox"/> Lists university degrees in reverse chronological order (most recent first)		
<input type="checkbox"/> Includes university name, degree, and graduation date (even if it is in the future)		
<input type="checkbox"/> List the city and state of Indiana Tech location		
<input type="checkbox"/> Uses Indiana Tech in Fort Wayne, otherwise Indiana Institute of Technology		
<input type="checkbox"/> GPA is listed if over 3.0		
Relevant Coursework (optional)		

<input type="checkbox"/> Includes relevant coursework/projects if related work experience is limited	<i>i.e. Course Name: summary of outcomes from the class, i.e. skills gained.</i>	
<input type="checkbox"/> Choose to list 4-6 course titles to demonstrate industry knowledge		
<input type="checkbox"/> Chooses significant projects, research or presentations that highlight application of specific skills		
<input type="checkbox"/> All courses listed are relevant to the job you are applying for		
Technical Skills/Certifications		
<input type="checkbox"/> Includes specific software programs & certifications especially if listed in the job posting and you have it	<i>Software, Programming Languages, Technical Certifications</i>	
Experience		
<input type="checkbox"/> Lists position title, company, company city and state, and dates for each position		
<input type="checkbox"/> Experiences are listed in reverse chronological order		
<input type="checkbox"/> Uses a bulleted list of accomplishment statements describing relevant responsibilities and accomplishments		
<input type="checkbox"/> Starts each bullet statement with a strong and relevant action verb	<u>Resume Action Verbs</u>	
<input type="checkbox"/> Quantifies and qualifies results and accomplishments whenever possible		
Leadership, Activities, Honors and/or Community Involvement		
<input type="checkbox"/> Heading titled accordingly	<i>Depending upon what you've added to this section, title your heading accordingly</i>	
<input type="checkbox"/> List extracurricular activities as they relate to the job + provide dates. Consider listing awards & volunteering experience, organization involvement	<i>i.e. Dean's List, Spring 2018; Vice President of Human Services Organization.</i>	