Resumé Evaluation

Student's Name	Evaluator's Name

Your resumé should immediately convey your ability to do the target job and promote the unique selling points of your personal brand to a prospective employer. It should clearly communicate your capabilities for delivering on the job's requirements and, wherever possible, demonstrate accomplishments that jump off the page to make you more memorable than the competition.

FOCUS & SUMMARY	G=Good F=Fair P=Poor
Summary: Contains significant role, skill, & value match	
Role Match: *Does your resumé present a clear target job title?* A target job title gives the reader a clear focus and boosts visibility in database searches.	
Skill Match: *Does your resumé contain a relevant skills summary in the top third of the first page?* Key words should match the skills and qualifications listed in the job description.	
Value Match: *Does your resumé align relevant value with employers' needs?* Did you include a list of accomplishments or career highlights reflecting skills and/or unique achievements that relate to potential customers' needs as stated in the job description?	

Comments

EDUCATION	Y=Yes N=No	G=Good F=Fair P=Poor
Education provides concentration, projects, coursework, and certification only related to target, with…		
School name (example: DeVry University or Keller Graduate School of Management of DeVry University)		
Program/Major (Accuracy matters - Check Degree Works for the specific name)		
Concentrations, minors, technical specialties, or tracks		
Graduation month and year (if future date, include "anticipated" next to the projected graduation year)		
Curriculum highlights with all relevant coursework (include upper division course titles, exclude course numbers or "with lab")		
Relevant projects, internships, and/or student organizations		
Academic Honors included based on Academic Catalog (Associate/Bachelor: GPA ≥ 3.5 / Masters: GPA ≥ 3.7)		

Comments

RELEVANT EXPERIENCE (WORK & VOLUNTEER)	Y=Yes N=No	G=Good F=Fair P=Poor
Experience focuses action verbs & accomplishments on solving problems, which includes all relevant jobs listing both paid and volunteer positions within the last 10 years, with…		
Job Title & Company Name		
City/state of work address (excludes full address and phone number)		
Job duration (months and years employed)		
Tasks & responsibilities for current and previous positions are written in paragraph form		
Contributions, accomplishments, and achievements unique to the individual (or simply quantified) are written with bullets in the past tense under all positions		
Bullets begin with strong action verbs and are concise		
Bullets include quantified results *(How much? How many? How often? Etc.)*		

Comments

AFFILIATIONS	G=Good F=Fair P=Poor
Relevant professional organizations and/or other organizations including offices held and special projects or accomplishments (if applicable)	

Comments

DESIGN & LAYOUT	Y=Yes N=No	G=Good F=Fair P=Poor
Overall design is appealing, consistent, and easy to read throughout the resumé		
All sections in the resumé are in reverse chronological order		
Resumé does not include personal pronouns (e.g. I, me, my)		
There is a good amount of white space (the resumé isn't cluttered)		
Professional email, hyperlinks to portfolio/website, and/or customized LinkedIn URL included		
Font is professional (Suggested: Helvetica, Garamond, Gill Sans, or Calibri) and between size 10 and 12		
Contributions, accomplishments, and achievements unique to the individual (or simply quantified) are written with bullets in the past tense under all positions		
Bullets begin with strong action verbs and are concise		
Bullets include quantified results *(How much? How many? How often? Etc.)*		

Comments

OVERALL RATING (conveys a professional image with relevance to business needs)	
What is done particularly well in this resumé?	What are the main opportunities for improvement?

**I ran your original resumé through the O*NET-SOC AutoCoder at http://onetsocautocoder.com/plus/onetmatch and included your results. (Note: Scores above 70% are a "positive match".)