

**Resume Critique Checklist**

By Kim Isaacs

Resumes normally get less than a 15-second glance at the first screening. If someone has asked you to review his resume and you want to help him ensure it gets read -- or want to know if your own is up to par -- be sure you can answer yes to the following questions:

**First Impression**

* Does the resume look original and not based on a template?
* Is the resume inviting to read, with clear sections and ample white space?
* Does the design look professional rather than like a simple typing job?
* Is a [qualifications summary](http://career-advice.monster.com/resumes-cover-letters/Resume-Writing-Tips/How-to-Write-a-Career-Summary/article.aspx) included so the reader immediately knows the applicant's value proposition?
* Is the [resume's length](http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/How-to-Decide-on-Resume-Length/article.aspx) and overall appearance appropriate given the career level and objective?

**Appearance**

* Does the resume provide a [visually pleasing](http://career-advice.monster.com/resumes-cover-letters/Resume-Writing-Tips/Resume-Look-Important-as-Content/article.aspx), [polished presentation](http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/Resume-Presentation/article.aspx)?
* Is the font appropriate for the career level and industry?
* Are there design elements such as bullets, bolding and lines to guide readers' eyes through the document and highlight important content?
* Is there a good balance between text and white space?
* Are margins even on all sides?
* Are design elements like spacing and font size used consistently throughout the document?
* If the resume is longer than a page, does the second page contain a heading? Is the page break formatted correctly?

**Resume Sections**

* Are all resume sections clearly labelled?
* Are sections placed in the best order to highlight the applicant's strongest credentials?
* Is the work history listed in reverse chronological order (most recent job first)?

**Career Goal**

* Is the [career objective](http://career-advice.monster.com/resumes-cover-letters/Resume-Writing-Tips/Whats-Your-Resume-Objective/article.aspx) included toward the top of the resume in a headline, objective or qualifications summary?
* Is the resume [targeted](http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/Customize-Your-Resume-for-Results/article.aspx) to a specific career goal and not trying to be a one-size-fits-all document?
* If this is a resume for career change, is the current objective clearly stated, along with supporting details showing how past experience is relevant to the new goal?

**Accomplishments**

* Does the resume include a solid listing of [career accomplishments](http://career-advice.monster.com/resumes-cover-letters/Resume-Writing-Tips/Resume-Dig-Deep-Accomplishments/article.aspx)?
* Are accomplishments quantified by using [numbers](http://career-advice.monster.com/resumes-cover-letters/Resume-Writing-Tips/Numbers-to-Highlight-Accomplishments/article.aspx), percentages, dollar amounts or other concrete measures of success?
* Do accomplishment statements begin with strong, varied action verbs?
* Are accomplishments separated from responsibilities?

**Relevance**

* Is the information relevant to hiring managers' needs?
* Does the resume's content support the career goal?
* Is the resume keyword-rich, packed with appropriate buzzwords and industry acronyms?
* Is applicable [additional information](http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/additional-information-resume/article.aspx), such as awards and affiliations, included, while personal information like marital status, age and nationality unrelated to the job target omitted?

**Writing Style**

* Is the resume written in an implied first-person voice with personal pronouns, such as I, me and my, avoided?
* Is the content flow logical and easy to understand?
* Is the resume as perfect as possible, with no careless typos or spelling, grammar or syntax errors?

(From: http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/resume-critique-checklist/article.aspx)