

INSTRUCTIONS:

Use the following list to evaluate your résumé drafts and finished product.

| Visual Impression | Yes | No | Comments |
|---|------------|-----------|-----------------|
| Résumé makes good use of white space | | | |
| Margins are consistent on sides and on the top and bottom of page | | | |
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| Information is consistently laid out and easy to find | | | |
| Headings are listed in a clear, consistent manner | | | |
| Final draft is well printed on good quality paper | | | |
| Overall appearance invites one to read it | | | |
| Material fits on one or two pages (references may be on a separate sheet) | | | |
| Contents | Yes | No | Comments |
| Name, address and phone number complete | | | |
| No spelling or grammatical errors | | | |
| Use of Action Verbs | | | |
| Verb tense consistent when describing skills | | | |
| Unnecessary information eliminated (age, height, etc.) | | | |
| Stresses accomplishments and qualifications over job duties | | | |
| Selected material is effectively highlighted | | | |
| Clear relevance of information to desired job | | | |